

Privacy Policy

Policy Owner: Director

Approved By: Director

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Purpose

Redian Recruitment Pty Ltd (ABN 17 697 326 088) ("Redian Recruitment", "we", "our", or "us") is committed to protecting the privacy of personal information entrusted to us by candidates, clients, referees and other individuals with whom we interact.

Redian Recruitment is committed to handling personal information responsibly, transparently and securely. Whether or not Redian Recruitment is legally required to comply with the Privacy Act 1988 (Cth) in every circumstance, we voluntarily aim to manage personal information in a manner consistent with the Australian Privacy Principles.

Where the Privacy Act 1988 (Cth), the Australian Privacy Principles or other privacy laws apply to Redian Recruitment, we will comply with our obligations under those laws.

Scope

This Privacy Policy applies to all personal information collected by Redian Recruitment through our recruitment services, website, email communications, telephone conversations, online meetings, social media interactions and any other dealings with candidates, clients, referees and members of the public.

1. What Personal Information We Collect

Depending on the services we provide, we may collect the following personal information.

Candidates

- Full name
- Residential address
- Telephone number
- Email address
- Resume and employment history

- Qualifications, licences and certifications
- Skills and experience
- Salary expectations
- Reference details
- Right to work documentation
- Identification documents where required
- Interview notes
- Employment preferences
- Professional memberships
- Career objectives
- Other information relevant to recruitment services

Clients

- Business name
- Contact names
- Position titles
- Business address
- Telephone numbers
- Email addresses
- Recruitment requirements
- Billing information
- Other information necessary to provide our recruitment services

We only collect personal information that is reasonably necessary for the provision of our recruitment services or to meet our legal obligations.

2. How We Collect Your Information

We may collect personal information directly from you when you:

- Apply for a position
- Register with Redian Recruitment
- Submit your resume or curriculum vitae
- Complete online forms
- Contact us by phone, email or through our website
- Attend interviews or recruitment meetings
- Participate in video interviews or online meetings
- Engage with us through social media platforms
- Provide information during recruitment discussions
- Provide referees or supporting documentation
- Engage us to provide recruitment services

Where appropriate, we may also collect information from third parties, including:

- Referees
- Previous employers
- Professional networking platforms (such as LinkedIn)

- Job boards
- Recruitment software platforms
- Publicly available sources
- Educational institutions or licensing bodies (where authorised)
- Other third parties where permitted or required by law

3. Sensitive Information

Where reasonably necessary for recruitment purposes and permitted by law, we may collect sensitive information, including:

- Working rights and visa status
- Police or background check information (where authorised)
- Medical or fitness information relevant to a position
- Trade licences, registrations and certifications
- Other information required by legislation or by a prospective employer

We will only collect sensitive information with your consent or where otherwise authorised or required by law.

4. Why We Collect Your Information

We collect and use your personal information to:

- Assess your suitability for employment opportunities
- Match candidates with suitable employers
- Introduce candidates to prospective employers
- Verify qualifications, licences and employment history
- Conduct reference checks (with your consent where required)
- Contact you regarding employment opportunities
- Manage recruitment assignments
- Communicate with candidates and clients
- Meet contractual and legal obligations
- Improve our recruitment services
- Maintain our recruitment database
- Respond to enquiries and requests

5. Candidate Consent

As a general practice, Redian Recruitment will obtain your consent before presenting your personal information to prospective employers. Registering with Redian Recruitment does not, by itself, authorise us to disclose your resume or personal information to a prospective employer. We will obtain your specific consent before presenting your information for a particular employment opportunity.

By providing written consent, you authorise us to disclose your resume and relevant employment information to prospective employers for the purpose of seeking employment opportunities on your behalf.

You may withdraw your consent at any time by contacting us. Withdrawal of consent will not affect any disclosure already made with your prior authorisation or where disclosure is otherwise required or authorised by law.

6. Disclosure of Personal Information

We may disclose personal information to:

- Prospective employers
- Our clients
- Referees
- Professional advisers
- Government authorities where required or authorised by law
- Service providers assisting us with recruitment, technology, website hosting, cloud storage, business operations or IT support

We do not sell, rent or trade your personal information to third parties for marketing purposes.

7. Overseas Disclosure

Redian Recruitment uses third-party technology providers and cloud-based services to operate its business. These providers may store or process personal information outside Australia.

We use Google Workspace services, including Gmail and Google Drive, to receive communications and securely store business and recruitment information. This may include resumes, candidate records, correspondence and supporting documents. Google advises that information may be processed on servers located in countries around the world.

Our website and online forms are provided through GoDaddy, which advises that customer data may be stored in the United States. Our website also uses Google reCAPTCHA to protect online forms from spam and misuse.

Accordingly, personal information and technical website information may be stored or processed in the United States and other countries in which our technology providers operate. The specific locations may vary depending on each provider's infrastructure and data-storage arrangements.

Where personal information is disclosed to an overseas recipient, we take reasonable steps to ensure that it is handled with appropriate privacy and security protections and in accordance with applicable Australian privacy laws.

8. Storage and Security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Information may be stored:

- Within Google Workspace services, including Gmail and Google Drive
- Electronically using secure cloud-based and business systems
- Within recruitment software platforms
- In secure physical records where necessary.

Access to personal information is restricted to authorised personnel who require the information to perform their duties.

While we take reasonable precautions, no method of electronic transmission or storage is completely secure. Accordingly, we cannot guarantee the absolute security of information transmitted to or stored by us. We regularly review our security practices and take reasonable steps to ensure that personal information remains protected against unauthorised access, misuse, loss or disclosure.

9. Access and Correction

You may request access to the personal information we hold about you or request that inaccurate, incomplete or outdated information be corrected.

We will respond to requests within a reasonable timeframe, subject to any legal exceptions permitted under the Privacy Act 1988 (Cth).

Requests should be directed to the contact details provided at the end of this Privacy Policy.

10. Website, Cookies and Analytics

Our website uses cookies and similar technologies to support website functionality, enhance user experience and better understand how visitors use our website. We may also use analytics tools to analyse website traffic and improve our services.

Our website uses services provided by third parties, including website hosting, security, spam-prevention and analytics providers. These services may collect technical information such as your IP address, browser type, device information, website usage information and interactions with our website.

We use Google reCAPTCHA to help protect our online forms from spam and misuse. Information collected through reCAPTCHA is handled in accordance with Google's Privacy Policy and Terms of Service.

You can control or disable cookies through your browser settings and, where available, through the cookie-preference settings on our website. Disabling cookies may affect some website functionality.

11. Third-Party Websites

Our website may contain links to third-party websites.

Redian Recruitment is not responsible for the privacy practices, policies or content of external websites. We encourage users to review the privacy policies of any third-party websites they visit.

12. Retention of Personal Information

We retain personal information only for as long as reasonably necessary to:

- Provide recruitment services;
- Maintain employment records where required;
- Comply with legal and regulatory obligations;
- Resolve disputes;
- Enforce our agreements; and
- Protect our legitimate business interests.

When personal information is no longer required, we take reasonable steps to securely destroy or permanently de-identify the information in accordance with applicable legal and regulatory requirements.

13. Privacy Complaints

If you believe your privacy has been breached or you have concerns regarding the handling of your personal information, we encourage you to contact us using the details below.

We will investigate your concerns in accordance with our **Complaints Handling Policy** and aim to acknowledge your complaint within two (2) business days and provide a response within ten (10) business days wherever reasonably practicable.

If you remain dissatisfied following completion of our internal complaints process, you may seek independent advice. Where the Office of the Australian Information Commissioner (OAIC) or another regulatory authority has jurisdiction to consider your complaint, you may also contact that authority. Further information regarding our complaints process is available in our Complaints Handling Policy.

14. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in legislation, business practices or our services.

The most current version will always be available on our website.

Contact Us

If you have any questions about this Privacy Policy, wish to access or correct your personal information, or would like to make a privacy complaint, please contact:

Redian Recruitment Pty Ltd (ABN 17 697 326 088)

Phone: 0490 778 995

Email: rebekah@redianrecruitment.com.au

Website: www.redianrecruitment.com.au

The Redian Commitment

At Redian Recruitment, we understand that protecting personal information is fundamental to building trust with our candidates, clients and business partners. We are committed to collecting, using and safeguarding personal information responsibly, transparently and consistently with the privacy standards described in this Policy.

We believe that trust is earned through honesty, accountability and genuine relationships, and we are committed to handling your personal information with the same care, professionalism and integrity that we bring to every aspect of our recruitment services.

Unique in our approach. **Personal** in our service. **Ready** when it matters most.