

# Privacy Policy

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Website privacy and information handling policy

## Privacy Policy

Effective Date: 19 May 2026

At Lume Talent & Advisory (“Lume”, “we”, “our”, or “us”), we are committed to protecting your privacy and handling personal information in accordance with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Privacy Policy explains how we collect, use, disclose and store your personal information when you interact with our website, services, and business.

### 1. What Information We Collect

We may collect personal information including:

- Full name
- Business name
- Email address
- Phone number
- Job title or employment information
- Recruitment or employment-related information
- Information submitted through website forms, enquiries, or consultations
- Technical website usage data (such as IP address, browser type and pages visited)

Where relevant to recruitment or HR consulting services, we may also collect:

- Resume/CV information
- Employment history
- Qualifications and licences
- Reference information
- Payroll or workplace-related information provided by clients

### 2. How We Collect Information

We collect information when you:

- Submit an enquiry through our website
- Contact us by phone or email
- Engage our services
- Apply for a role
- Subscribe to updates or marketing communications
- Interact with our website or social media pages

We may also receive information from:

- Clients
- Referees
- Recruitment platforms
- Publicly available sources

- Third-party software providers used in delivering our services

### **3. Why We Collect Your Information**

We collect and use personal information to:

- Provide HR consulting and advisory services
- Assist with recruitment and workforce management
- Communicate with clients and candidates
- Respond to enquiries
- Manage contractual relationships
- Improve our services and website
- Meet legal and compliance obligations

### **4. Disclosure of Personal Information**

We may disclose personal information to:

- Clients and prospective employers
- Service providers and software platforms
- Legal, financial or professional advisers
- Government agencies or regulators where required by law

We do not sell personal information to third parties.

### **5. Website Analytics & Cookies**

Our website may use cookies and analytics tools to improve user experience and understand website traffic.

You can adjust your browser settings to disable cookies; however, some website functionality may be affected.

### **6. Storage & Security**

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

Information may be stored electronically using secure third-party cloud systems commonly used for HR, recruitment and business administration.

### **7. Access & Correction**

You may request access to personal information we hold about you or request corrections if information is inaccurate or outdated.

Requests can be made by contacting us using the details below.

## **8. Third-Party Links**

Our website may contain links to external websites. We are not responsible for the privacy practices or content of those websites.

## **9. Changes to This Policy**

We may update this Privacy Policy from time to time. Updated versions will be published on our website.

## **10. Contact Us**

For privacy-related enquiries, please contact:

Lume Talent & Advisory  
info@lumetalent.com.au  
www.lumetalent.com.au