



## PRIVACY POLICY

OldroydDirect adheres to:  
The 10 "National Privacy Principles" of the Privacy Amendment Act 2000 (Commonwealth).

### PROTECTION OF CANDIDATE INFORMATION

OldroydDirect respects your privacy as a Candidate and your personal information is managed in accordance with the privacy laws. Information about you is collected primarily to:

- present to prospective employers for the purpose of finding you employment.
- monitor your career performance and progress.
- optimise our service to you.

The kind of information required about you includes but may not be limited to:

- your name, age, gender, marital status, ethnicity
- mailing address, e-mail address, telephone number
- career history
- sighted documents relevant to your application for example:
  - birth certificate
  - passport
  - academic transcripts, certificates, qualifications
  - references
  - current Australian status.
- key skills, travels and languages spoken
- professional associations
- personal goals and objectives
- availability for work
- family background
- photo image

Sensitive information may also be obtained about you, for example about your health (including any disability), any criminal record. Your personal information may be collected when you:

- visit our website
- forward your application form
- contact us by telephone
- attend an interview with us

Personal information about you may also be obtained through third parties, for example:

- your nominated referees
- current and previous university or college
- past and present employer
- health professionals
- organisations conducting psychometric or competency tests
- immigration authorities
- Australian Federal Police and/or INTERPOL.

We will take reasonable steps to ensure that such Personal Information is accurate, complete and up-to-date and we will first obtain your permission to collect any such sensitive personal information. In endeavouring to find placement for you we may disclose or subject your personal information to:

- a range of potential employers
- professional organisations providing competency or psychometric testing
- referees
- workers compensation body
- our professional consultants
- entities related to OldroydDirect
- police checks
- qualification checks

We take reasonable steps to ensure that any third party employed or contracted by us to perform a service which involves disclosure of or access to your Personal Information is bound not to use such Personal Information for any purpose except that for which it was supplied.

Your Personal Information is otherwise kept confidential unless you authorise us to use, publish or otherwise disclose such information. Additional Personal Information which we acquire from third parties may be disclosed to you within a reasonable time upon your email request provided we have received your advance payment of advised reasonable associated disbursement costs.

Information provided by you via our website may be stored in overseas servers.

It is your responsibility to email us with any changes in your personal information to ensure it is complete, up-to-date and relevant; and we will ensure that such changes are entered into your application file.

Your personal information may be stored in both hard copy or electronically. We take reasonable precautions to protect your stored Personal Information from unauthorised access.

Survey information tracking traffic patterns and volumes may be gathered about users accessing our websites. Such information is stored collectively, anonymously and in the aggregate, and used to assist us internally in improving our services. It is not disclosed to other parties except related entities or where required by law.

We value your feedback which we invite you to email to us for response. Success stories may be edited and used for marketing purposes including disclosure of other relevant non-sensitive personal information including name, age, ethnicity, qualification, experience and placement.