

## PRIVACY POLICY

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

### PROTECTION OF CLIENT INFORMATION

OldroydDirect respects your privacy as a Client and your corporate information is managed in accordance with the privacy laws.

Information about your corporation is collected primarily to:

- present to Candidates for the purpose of recommending a suitable recruit
- ascertain your requirements
- optimise our service to you.

The kind of information required about your corporation and possibly not otherwise publicly available includes but may not be limited to:

- staff numbers
- terms and conditions of employment
- target export markets
- schedule for export staff recruitment
- export contracts
- export vision
- in-house export expertise

Your corporate information may be collected when you:

- visit our website
- forward your application form
- contact us by telephone
- meet with us

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

- ASIC
- Austrade

We will take reasonable steps to ensure that such information is accurate, complete and up-to-date.

In endeavoring to recommend a suitable Candidate for placement we may disclose your information to:

- potential Candidates
- our professional consultants
- entities related to OldroydDirect
- ASIC

OldroydDirect takes reasonable steps to ensure that any third party employed or contracted to perform a service which involves disclosure of or access to your company information is bound not to use such information for any purpose except that for which it was supplied.

Your company information is otherwise kept confidential.

Additional company information which we acquire from third parties may be disclosed to you within a reasonable time upon your email request provided you pay (in advance) our reasonable costs (including any out of pocket expenses).

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

It is your responsibility to notify us of any changes to the company information you provided to us.

Your company information may be stored in both hard copy or electronically. We take reasonable precautions to protect your stored company 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.

1We value your feedback which we invite you to email to us with any comments you may have about our privacy policy.

© OldroydDirect 2007

This material is copyright and owned by OldroydDirect. No part of this material may be reproduced, stored in a retrieval system or transmitted without prior written permission, in any form or by any means, other than as permitted under the Copyright Act 1968 (Commonwealth).