

CBC Staff Selection Privacy Policy

JM Group Holdings Pty Ltd / SJM Unity Trust trading as CBC Staff Selection (ABN 29 549 461 490) understand the importance of privacy to you. This Privacy Policy has been adopted as we recognise the right of our clients and candidates to keep their personal information private.

This Privacy Policy covers the treatment of personally identifiable information that we collect or hold. Like many other organisations, we must comply with the national privacy principles contained in the Privacy Act in dealing with personal information.

TYPE OF INFORMATION HELD

We may collect information about you, such as your name, contact details, skills, qualifications, nationality, languages spoken, professional association memberships or accreditations, interests and your employment history and past responsibilities. We may also collect this and other types of personal information, such as references and employment objectives during the course of dealing with you, for example if you are considered for a particular position.

Where practicable, the purpose for which we collect personal information and the consequences of not providing it will be made clear at the time of collection.

Users who are not registered can generally visit our website without revealing who they are or other personal information. If you provide us with personal information through our website we may log your usage for the purposes below.

PURPOSE FOR WHICH WE HOLD INFORMATION

We will use the personal information we collect for the purposes disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally we will only use and disclose your personal information:-

- To establish and maintain your relationship as a website user, client or candidate, including providing you with interviews, reports and other information
- To provide the services you have requested us
- To answer your inquiry
- To assist us to make our services more valuable to our clients and candidates
- To third parties where we have retained those third parties to assist us to provide the services you have requested, such as psychometric evaluations or other skills tests and in the case of candidates, to prospective contractors / employers with your prior consent
- To third parties who provide services to us such as IT Consultants and Database Designers

ACCESS TO YOUR INFORMATION

You can access the personal information that we hold about you by contacting the Director as set out below. We will provide you with access to your personal information unless we are legally authorised to refuse your request. We may charge a reasonable amount for providing access.

If you wish to change personal information that is out of date or inaccurate, please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

SECURITY

We will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure service or secure files.

The Internet is not always a secure method of transmitting information. Accordingly, while we have sought to protect your personal information by implementing digital security systems, in various sections of our website, we cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorised access or use of that information.

CONTACT US

If you would like any further information, or have any queries, problems or complaints relating to our Privacy Policy or our information handling practices in general, please contact our Director who is in charge of the Privacy Policy on 07) 4051 9699.