

Privacy Policy

1. Introduction

Peak Partners Recruitment Pty Ltd ("Peak Partners", "we", "us", "our") is committed to protecting the privacy and confidentiality of personal information.

This Privacy Policy outlines how we collect, use, disclose, store and manage personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

This policy applies to all individuals we interact with, including:

- Job candidates and prospective candidates
- Clients and host employers
- Referees and professional contacts
- Service providers and contractors
- Website users and visitors

2. What is Personal Information?

"Personal Information" means information or an opinion about an identified individual, or an individual who is reasonably identifiable.

This may include:

- Name, contact details and date of birth
- Employment history, qualifications and references
- Financial information (e.g. bank details for payroll)
- Identification documents (where required)
- Visa/work rights information
- Limited sensitive information (e.g. health information where relevant to employment)

We only collect information that is reasonably necessary for our business functions.

3. How We Collect Personal Information

We collect personal information in a variety of ways, including:

- Directly from you (applications, interviews, emails, phone calls)
- Through third parties (referees, previous employers, education providers)

- From publicly available sources (e.g. LinkedIn, job boards)
- Through our website, forms and digital platforms
- From clients in connection with recruitment services

Where reasonable and practicable, we collect personal information directly from you.

4. Why We Collect Personal Information

We collect and use personal information to:

- Provide recruitment and placement services
- Match candidates with job opportunities
- Verify identity, qualifications and references
- Communicate with candidates and clients
- Process payments and payroll (where applicable)
- Comply with legal and regulatory obligations
- Improve our services and business operations

We may also use personal information for secondary purposes that are reasonably expected and related to the primary purpose.

5. Disclosure of Personal Information

We may disclose personal information to:

- Clients and prospective employers
- Referees and previous employers
- Service providers (e.g. IT systems, payroll, background checks)
- Professional advisors (lawyers, accountants)
- Government and regulatory bodies where required by law

We take reasonable steps to ensure that third parties:

- Only use personal information for the intended purpose
- Maintain appropriate confidentiality and security safeguards

6. Overseas Disclosure

In some cases, personal information may be stored or processed using cloud services located outside Australia.

Where this occurs, we:

- Take reasonable steps to ensure overseas recipients comply with Australian privacy standards
- Implement contractual safeguards
- Obtain consent where required

7. Data Security

We take reasonable steps to protect personal information from:

- Misuse, interference or loss
- Unauthorised access, modification or disclosure

This includes:

- Secure IT systems and access controls
- Password protection and encryption where appropriate
- Physical security measures

8. Cookies and Website Data

Our website may use cookies and similar technologies to:

- Improve user experience
- Analyse website traffic
- Store user preferences

You can control cookies through your browser settings, although some website functionality may be limited.

9. Access and Correction

You have the right to:

- Request access to personal information we hold about you
- Request correction of inaccurate or outdated information

We will respond within a reasonable timeframe. In some cases, a reasonable administrative fee may apply.

10. Data Retention

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

- Fulfil the purposes outlined in this policy
- Comply with legal and regulatory obligations

When no longer required, we take reasonable steps to securely destroy or de-identify personal information.

11. Complaints

If you believe we have breached privacy laws, you can contact us using the details below.

We will:

- Investigate your complaint
- Respond within a reasonable timeframe

If you are not satisfied, you may contact the **Office of the Australian Information Commissioner (OAIC)**.

12. Contact Us

Peak Partners Recruitment Pty Ltd
PO Box 66, Ashgrove West QLD 4060
Email: info@peakpartners.com.au
Phone: +61 461 398 603

13. Changes to This Policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website.

14. Related Legislation

This policy is governed by:

- Privacy Act 1988 (Cth)
- Australian Privacy Principles