

# Privacy Policy

Industrial Recruitment Partners is bound by the privacy principles set out in the *Privacy Act 1988*. We recognise the importance of protecting your personal information and has compiled this Privacy Policy which relates to the collection and use of personal information you may supply to us.

IRP reserves the right, in its discretion, to modify or remove portions of this Privacy Policy from time to time. You should review this Privacy Policy periodically to ensure you are updated on any changes to the policy.

By using the IRP website and providing us with your personal information, you consent and agree to this Privacy Policy as follows.

## What Personal Information do we collect?

Personal information means information or an opinion, whether true or not about an individual whose identity is apparent, or can reasonably be ascertained.

Such personal information that we may collect includes personal details such as your name, date of birth, address and contact details; sex, financial information, work experience; current and past performance feedback; relevant medical history or information about workplace accidents which they were involved.

If using the IRP website, we may also collect information such as your server address, domain name, date and time of visits to our site and pages viewed.

## How do we collect your personal information?

We may collect your Personal Information using various means such as:

- directly from you e.g. through the IRP website, login details, application forms;
- from public domain e.g. your business website or public registers;
- from social media networks where we have a connection e.g. Facebook, LinkedIn, Twitter;
- by your usage of the IRP website e.g. the pages that you visit, what links you click.

## How do we use your personal information?

Unless authorised or required by law, IRP will only use personal information for the following purposes:

- assisting in placement on work assignments
- assisting in obtaining permanent employment for the individual;
- to send job alerts, information updates, marketing materials or newsletters to you;
- to verify your identity;
- to improve our website and directory.

## To whom do we disclose your Personal Information?

We may disclose your personal information to third parties only on a needs basis and for purposes contemplated by the provision of that personal information.

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As part of the process involved in sourcing work for field employees, disclosure of their personal information may include potential employers; potential referees, past employers and work colleagues, professional associations or registration bodies; insurers or statutory bodies; job network organisations; or superannuation funds.

We may also disclose your personal information to our agents or contractors, email marketing providers, our related entities and/or our professional advisers.

When we disclose your personal information with a third party, we will require that the third party handles your personal information in accordance with this policy.

## Security

We strive to ensure the security of your personal information and we take reasonable steps to protect your personal information from:

- a) from misuse, interference and loss; and
- b) from unauthorised access, modification or disclosure.

We will review and update our physical and data security measures in light of current technologies. Unfortunately, no data transmission over mobile data and communication services can be guaranteed to be totally secure.

We will do everything reasonably within our power and control to prevent unauthorised use or disclosure of your personal information. However, we will not be held responsible for events arising from any unauthorised use or access to your personal information.

## Accuracy of your Personal Information

We will take reasonable steps to ensure that your personal information that we collect, use or disclose is accurate, complete and up-to-date. However, the accuracy of the information held by us largely depends on the accuracy of the information that you supplied to us. If at any time you discover that any information concerning you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us to correct the information.

## Marketing

From time to time, we may send emails containing marketing materials or promotions of our products and services to you. By your use of the website, you consent to us doing so. However, you may unsubscribe from these marketing materials at any time by clicking on the unsubscribe option or by sending an email to us. We will remove you from the mailing list.

## Access to your personal information and complaints

Your privacy is very important to us and we take the matter very seriously. If you have any concerns about your privacy or how your personal information is being handled, please contact us at the email address at the bottom of this Privacy Policy. We will take steps to address your concerns and we aim to provide you with a written response within 30 days. If you have a genuine reason to access your personal information held by us, we will give access to the information in the manner you requested, if it is reasonable and practicable to do so.

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## Cookies

If you visit the IRP website or use any of our services, the website may send one or more Cookies - a small text file containing a string of alphanumeric characters - to your computer that uniquely identifies your browser. Our servers may also record anonymous information such as the time, date and URL relating to your use of the Site. Cookies, which are industry standard and are used by most web sites, can facilitate a user's ongoing access to and use of a website. The use of Cookies will allow us to customise the website to your needs, remember your preferences and also assists us in improving the performance of the website. We may engage third parties to analyse the information collected by cookies or perform statistics about usage of the Site.

Sometimes, cookies may collect and store your personal information. We treat such information in the same manner as other personal information that you provide to us.

You can deactivate the cookies by resetting your web browser to refuse all cookies or to indicate when a cookie is being sent. However, the Site and our services may not function properly if you disable the cookies.

## Third Party Sites

From time to time we may provide links to third party websites ("Linked Sites"). These Linked Sites are not under our control and we do not accept responsibility or liability for the conduct of the Linked Sites or their businesses and the information available on the Linked Sites. We recommend that you refer to the privacy policy of the Linked Sites before disclosing your personal information to the Linked Sites.

## Contact Us

If you have any further queries relating to our Privacy Policy or you have any comments or feedback, please contact us at the following:

Contact Person: **Adrian Lomman**

Email: [adrian@irp.net.au](mailto:adrian@irp.net.au)

## Further Privacy Information

For more information about privacy issues in Australia and protecting your privacy, visit the Australian Government, Office of the Australian Information Commissioner website. <http://www.privacy.gov.au>.



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**Peter Spark**

Managing Director

June, 2018

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## Privacy Principles

The Privacy Act contains 10 National Privacy Principles (NPP) that demand compliance from our Company. IRP has a commitment to comply with the Privacy Act and the National Privacy Principles. This commitment is contained in the following:

### 1. Collection Limitation

- IRP is committed to the collection, by fair and lawful means, of only sufficient personal and sensitive information to carry out its business activities and functions.
- Collection of personal information from sources other than that of the individual will be with the consent of the individual.

### 2. Use and Disclosure

- IRP will not use or disclose personal information (other than for the primary purpose for which it was collected and except when required by law) for a purpose not related to its business activities and functions without the documented consent of the individual.

### 3. Data Quality

- IRP will take reasonable steps to ensure that the personal information that it has collected is accurate, complete and up-to-date.

### 4. Data Security

- IRP will take reasonable steps to protect the personal information it holds from misuse and loss from unauthorised access, modification or disclosure.
- IRP will take reasonable steps to destroy or permanently de-identify personal information which is no longer required to carry out its business activities and functions.

### 5. Openness

- This policy document will be made available to any person who asks for it.
- IRP on request will let an individual know generally what sort of personal information it holds for that individual, for what purpose and how it collects, hold, uses and discloses that information.

### 6. Access and Correction

- IRP will normally provide access to personal information that it holds about an individual provided that due notice is given and the reason for the request is reasonable and outside the restrictions set out in the legislation.
- However, where there is evaluative information internally generated in connection with a commercially sensitive decision making process, IRP may give the individual an explanation for the commercially sensitive decision rather than direct access to the information.
- In the case of restricted access (as provided for in the legislation) IRP will consider will consider the use of mutually agreed intermediaries to allow sufficient access to meet the needs of both parties.
- IRP will not charge for access unless the access involves costly archival access and retrieval.
- Based on verifiable data, IRP undertakes the correct personal information so that is accurate, complete and up-to-date. In the case of disagreement on the data, IRP will on request by the individual associate the statement claiming that the information is not accurate with the personal information in question.

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- IRP will always provide (and record) reasons for denial of access or refusal to correct personal information.

## **7. Identifiers**

- It is not the policy of IRP to use the identifiers for individuals used by government, other agencies or service providers.

## **8. Anonymity**

- Wherever it is lawful and practicable, individuals have the option of not identifying themselves when entering transactions with IRP.

## **9. Trans-border Data Flows**

- IRP will only transfer personal information to another party in another country where it will be for the benefit of the individual.
- IRP will always endeavour to obtain the consent of the individual and will take reasonable steps to ensure that the information will not be held, used or disclosed by the recipient inconsistently with the National Privacy Principles.

## **10. Sensitive Information**

- IRP will only collect sensitive information in accordance with the legislation.

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