



## PRIVACY POLICY

FlexiStaff Pty Ltd is committed to protecting the privacy of the personal information that we collect from our candidates and employees to comply with the Privacy Act 1988 (Cth), including the National Privacy Principles.

The National Privacy Principles in which we are committed, can be found via <http://www.privacy.gov.au/>.

### Information Collected

We collect information from an individual when applying for employment by the individual completing our registration forms. The personal information collected may consist of company or educational affiliations, titles, contact information, financial account information and other information from which you may be identifiable.

### Storage and Security

Personal details are stored in a secure and password protected database. The original registration forms and other collected information are kept in locked filing cabinets within our security monitored offices.

We have in place technological and operational security in order to protect your personal information from misuse and unintended disclosure, alteration, or deletion. Only authorised personnel will be provided with access to personal information. These parties are required to treat this information as confidential, and in accordance with this Privacy Policy.

### Access and Amendment

You may access, update and delete personal information that you have provided to us, or request that we change and delete your personal information on your behalf. You should be aware that we are required by law to retain certain personal information (such as payroll records); such information will not be deleted.

### Use and Disclosure of Information

We may use your personal information to fulfil your requests for information and employment opportunities. We may disclose your personal information if, in connection with submitting the information, you consent to such disclosure in the endeavours to find you potential employment.

We may disclose your personal information in the course of litigation or in avoiding anticipated litigation, but only to the extent necessary to do so.

We cannot control or accept responsibility of the information collection practices of third-parties. We encourage you to review and understand the privacy policies of the relevant third-parties before providing information to them.

If you have any questions in relation to our Privacy Policy, please contact FlexiStaff Pty Ltd.

Company Director

7th April 2020

Date

[flexistaff.com.au](http://flexistaff.com.au)

**ASCOT - ROCKINGHAM - BUNBURY - MELBOURNE**

FlexiStaff Pty Ltd ABN 83 009 440 288 ACN 009 440 288