



Recruitmentsorted Privacy Policy

Recruitmentsorted (Recruitmentsorted, “we”, “us”) is a recruitment agency specialising in contractor recruitment and talent management.

The Recruitmentsorted Privacy Policy (“the policy”) details how Recruitment Sorted Pty Ltd ACN 626 216 215 collects, discloses, uses and stores your personal information.

At Recruitmentsorted we collect and handle Personal Information in compliance with the Australian Privacy Principles under the Privacy Act 1988 (Cth).

Collection of Personal and Sensitive Information

The personal information we gather hinges on several factors, such as the nature of the services you seek or utilise. This might encompass, but isn't limited to, gathering and utilising the following types of information:

- Communication details that facilitate our interaction with you (e.g., email, social media contact points, mailing address, phone number);
- Information regarding your educational and employment background, credentials, and capabilities, enabling us to align you with suitable roles;
- Identification details that help us verify your identity (e.g., name, birth date, profession, and government-issued identification);
- Occupational information that provides us with a comprehensive understanding of your background, including employment history, qualifications, talents, skills, and proficiencies (e.g., references, resumes, documents proving qualifications, and test results);
- Financial details necessary for us to remunerate you should you be hired as an employee or contractor (e.g., bank account details, tax information);
- Information about other individuals that we ask for, or that you provide, about someone other than yourself (e.g., previous employers and referees); and
- Immigration data that allows us to verify your legal work eligibility (e.g., proof of citizenship, visa, or work permit documentation).

Use of Personal and Sensitive Information

Recruitmentsorted collects, uses and discloses your personal information for the purpose of;

- Aiding you in securing or maintaining employment;
- Providing support for your career advancement and management;
- Conducting analyses of human resource trends and labour market conditions;
- Delivering promotional communications and details about our services that might pique your interest;
- Creating tests and evaluations to position you in suitable roles;
- Remunerating you, should you be employed as a staff member or contractor;
- Facilitating work rehabilitation or career transitions;
- Advertising recruitment services directly to you;
- Assisting our clients in identifying appropriate candidates and/or contractors;
- Delivering, maintaining, and enhancing our products and services;
- Addressing any work, health and safety obligations, claims, legislation, or regulations; and



- Innovating and developing new products and services.

Disclosure of Personal and Sensitive Information

Any disclosure of Personal Information that is held about you will only be disclosed for the primary purpose for which it was collected or where we are under a legal duty to do so.

This could be:

- Within the RecruitmentSorted team for internal administrative needs.
- To our clients when considering candidates for available positions.
- To references provided by you, to ascertain your suitability for a role.
- To another organization if the service provision has been transferred, in order to maintain seamless service delivery.
- To government bodies as mandated by law.
- We engage external suppliers for certain business operations. As a result, some of your personal information might be viewed by these suppliers. Commonly, our suppliers are:
 - Legal consultants and other professional advisors.
 - Managers of superannuation funds.
- Any access request for an individual's personal information made to RecruitmentSorted will be granted solely based on written consent provided by the individual.

Storage and Security of Personal and Sensitive Information

RecruitmentSorted makes substantial efforts to safeguard personal information by ensuring its security and accuracy. However, despite our rigorous efforts and protective measures to secure your data, we must acknowledge that no internet-based transmission or data storage technology is entirely impervious to breaches. Thus, we cannot absolutely assure you that your information will be entirely immune to unauthorized access, theft, or modification by hackers, cybercriminals, or other unauthorized third parties. While we strive to the utmost to guard your personal information, the transfer of personal data to and from our services inherently carries some risk. You are encouraged to only access our services in a secure environment.

Your information may be stored in various formats, in storage facilities that we own and operate ourselves or that are owned and operated by our service providers.

Your data may be shared with third-party contractors, service providers, or agents ('third parties') who conduct services on our behalf and require access to such data to fulfill their tasks. While we primarily store the personal data we collect about you in the country where it was collected, there may be instances where we transfer personal data to recipients abroad. We establish contractual agreements with our third parties designed to bolster the security of your personal data. These stipulations mean third parties can only handle your personal data based on our directives. They are not permitted to share your personal data with any organization besides us. They also pledge to safeguard the data they manage on our behalf and maintain it for the duration we specify. The categories of third parties we might share personal data with include;

- Cloud computing Services
- Communication & Collaboration Tools



- Data Analytics Services
- Data Storage Service Providers
- Performance Monitoring Tools
- User Account Registration & Authentication Services
- Website Hosting Service Providers
- Finance & Accounting Tools
- Contracted Service Providers

Feedback and Contacting RecruitmentSorted

Please use the forms and contact details on our website to reach out to us with your thoughts and opinions. We may use this feedback to enhance our marketing strategies or reach out to you for more detailed feedback.

Complaints

Please send any complaints to complaints@recruitmentsorted.com.au

Accessing your information

To access or rectify your personal information or for any inquiries related to this policy please contact privacy@recruitmentsorted.com.au

Consent

When you visit our websites or provide your personal information to us through any platform, including third-party job sites, you will be prompted to agree to the use and disclosure of your personal information as outlined in this Policy. If we are processing your personal information based on your consent, you maintain the right to revoke this consent at any time.

Changes to Privacy Policy

Please note that this Privacy Policy will regularly be updated to reflect any changes in the way we handle your personal information or any changes in applicable laws. We suggest that you visit our website regularly to keep up to date with any changes.

Last updated Feb 2023