

Condensed Privacy Policy

1. Introduction

We manage personal information in accordance with the *Privacy Act 1988* and [Australian Privacy Principles](#).

This condensed policy applies to information collected by P.J. Pty Ltd®. You can read our full policy by [clicking here](#). You can read parts of our full policy and obtain more information by following the links.

We only collect information that is reasonably necessary for the proper performance of our activities or functions.

We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it.

We may decline to collect unsolicited personal information from or about you and take steps to purge it from our systems.

By following the links in this document, you will be able to find out how we manage your personal information as an APP Entity [[Full Policy 1.1: APP Entity](#)] under the Australian Privacy Principles (APPs).

You will also be able to find out about the information flows associated with that information.

If you have any questions please [contact us](#).

1.1 APP Entity

P.J. Pty Ltd® manages personal information, as an APP Entity, under the Australian Privacy Principles (APPs).

1.2 Information Flow

Process for when we collect your personal information [[Full Policy 1.2 Information flow](#)].

2. Kinds of information that we collect and hold

Personal information that we collect and hold is information that is reasonably necessary for the proper performance of our recruitment process as an employment agency and is likely to differ depending on whether you are:

- A Work seeker [[Full Policy 2.1: For Work seekers](#)];
- A Client [[Full Policy 2.2: For Clients](#)];
- A Referee [[Full Policy 2.3: For Referees](#)].

3. Purposes

The purposes for which we collect, hold, use and disclose your personal information are likely to differ depending on whether you are:

- A Work seeker [[Full Policy 3.1: For Work seekers](#)];
- A Client [[Full Policy 3.2: For Clients](#)];
- A Referee [[Full Policy 3.3: For Referees](#)].

The following sections are also relevant to our use and disclosure of your personal information:

- Our Policy on Direct Marketing [[Full Policy 3.4: Our Policy on Direct Marketing](#)];
- Overseas Disclosures [[Full Policy 6.2 Cross-Border Disclosures](#)].

4. How your personal information is collected

The means by which we will generally collect your personal information are likely to differ depending on whether you are:

- A Work seeker [[Full Policy 4.1: For Work seekers](#)];
- A Client [[Full Policy 4.2: For Clients](#)];
- A Referee [[Full Policy 4.3: For Referees](#)].

We sometimes collect information from third parties and publicly available sources when it is necessary for a specific purpose such as checking information that you have given us or where you have consented or would reasonably expect us to collect your personal information in this way.

Sometimes the technology that is used to support communications between us will provide personal information to us - see the section in this policy on Electronic Transactions [[Full Policy 4.5: Electronic Transactions](#)].

See also the section on Photos & Images [[Full Policy 4.4: Photos & Images](#)].

4.4 Photos & Images

We will not request that you supply photographs, scan photo ID, or capture and retain video image data of you in cases where simply sighting photographs or proof of identity documents would be sufficient in the circumstances.

We will request a photo for our database, which can be accepted or declined.

4.5 Electronic Transactions

Sometimes, we collect personal information that individuals choose to give us via online forms or by email, for example when individuals:

- ask to be on an email list such as a job notification list;
- register as a site user to access facilities on our site such as a job notification board;
- make a written online enquiry or email us through our website;
- submit a resume by email or through our website;

It is important that you understand that there are risks associated with use of the Internet and you should take all appropriate steps to protect your personal information. It might help you to look at the OAIC's resource on Internet Communications and other Technologies <http://www.oaic.gov.au>

You can [contact us](#) by land line telephone or post if you have concerns about making contact via the Internet.

PJ Maynard Consulting Pty Ltd® IT systems include Microsoft Office, Microsoft Office 365 (both governed by Microsoft Privacy Policy and Highrise 37 signals, and all electronic transmissions are protected and governed by their Policies as well as ours.

<http://www.microsoft.com/en-us/download/details.aspx?displaylang=en&id=28540>

See also the following [[Full Policy 4.5: Electronic Transactions](#)]

5. How your personal information is held

5.1 Our Information Record System [[Full Policy 5.1](#)]

5.2 Information Security [[Full Policy 5.2](#)]

6. Disclosures

We may disclose your personal information for any of the purposes [[Full Policy 3: Purposes](#)] for which it is primarily held or for a lawful related purpose [[Full Policy 6: Related Purpose Disclosures](#)].

We may disclose your personal information where we are under a legal duty to do so.

Disclosure will usually be:

- Internally
- To our related entities and consultants

- To our Clients
- To Referees for suitability and screening purposes.

6.1 Related Purpose Disclosures [[Full Policy 6.1](#)]

6.2 Cross-Border Disclosures [[Full Policy 6.2](#)]

7. Access & Correction

Subject to some exceptions set out in privacy law, you can gain access to your personal information that we hold.

Important exceptions include:

- Evaluative opinion material obtained confidentially in the course of our performing reference checks; and access that would impact on the privacy rights of other people. In many cases evaluative material contained in references that we obtain will be collected under obligations of confidentiality that the person who gave us that information is entitled to expect their confidentiality doesn't make sense will be observed. We do refuse access if it would breach confidentiality.

For more information about access to your information see our Access Policy [[Full Policy 7.1: Access Policy](#)].

For more information about applying to correct your information see our Correction Policy [[Full Policy 7.2: Correction Policy](#)].

8. Complaints

You have a right to complain about our handling of your personal information if you believe that we have interfered with your privacy.

For more information see our Complaints Procedure [[Full Policy 8.1: Complaints Procedure](#)].