

Privacy Policy

Hourigan International Pty Ltd (ACN 100 813 974) ("we" or "us") is committed to respecting and protecting the privacy rights and personal information of all our candidates, clients, employees, suppliers and visitors to our website. This privacy policy is intended to provide you with information on how we collect, use, disclose and store the information that you provide to us so that you can make appropriate choices for sharing information with us. In addition to our Privacy Policy, we are bound by the Australian Privacy Principles set out in the Privacy Act 1988 (Commonwealth). We will only collect use or disclose your personal information in accordance with this policy and the Privacy Act.

For the purposes of this policy, "personal information" means information whether or not an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a person whose identity is apparent, or can be reasonably ascertained, from the information or opinion.

Collection of Personal Information

We will only collect personal information which are necessary for or in connection with the conduct of our business. We may collect personal information directly from you, or in the course of providing our services to you as a candidate, client or in dealing with you as a supplier, contractor and service provider. We may also, with your consent, collect personal information from other sources such as referees, your past employers, credit reporting bodies, publicly available sources of information and third party service providers.

If you do not give us the information we seek, we may be limited in our ability to provide services to you, or engage you to provide services to us.

For Candidates:

We may collect personal information when you fill out an application form, update your profile, provide us with your resume, or when we have a meeting or telephone conversation with you. We also take proactive approach by collecting information you have placed on publicly available sources, such as social media websites (including Facebook and LinkedIn), and contacting your referees, former and potential employers, professional associations, and other person within the industry.

The kinds of personal information we collect include but not limited to:

- your general information, including your name, gender, date of birth, address, identification documents and contact details;
- information to enable us to determine your suitability for work, and information required by potential employers, including but not limited to your employment history, work performance, education background, qualifications, skills and other information contained in your resume, and we may also collect sensitive information relating to your criminal records, and income;

- results from your competency or medical test, policy checks, qualifications or other background checks, which are undertaken with your consent.

For Clients

We may collect personal information when you request for services from us, and in the course of providing services to you as a client. If you are a company, we may collect personal information of your directors, officers and employees. We may also collect personal information about you from publicly available sources, such as newspapers, websites and social media networks.

The kinds of personal information we collect include but not limited to:

- general personal information, including your name, gender, date of birth, address, identification documents and contact details;
- other personal information you give us when you request services from us, such as your opinion, preference and requirements in respect to potential candidates and your opinions in respect to our services, your payment details and other information contained in briefs or correspondence with us; and
- any information we are required to collect by law.

For Referees:

We may collect your personal information from candidates, and when we have a meeting or telephone conversation with you.

The kinds of personal information we collect include but not limited to:

- your general information, including your name and contact details;
- your employment history, and professional association membership; and
- your opinion in respect to a potential or placed candidate.

Sensitive Information

Sensitive information is a sub-category of personal information which is given a higher level of protection under the Privacy Act, which includes information or opinion of a person's racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record; and health information. We will only collect and disclose sensitive information with your consent.

How We Use Your Information

Personal information, which we collect will be used for or in connection with the conduct of our business. For example, your personal information may be used for the following purposes:

For Candidates:

- determining your suitability to an actual or possible placement, checking your right to work in Australia, and conducting background checks; and
- submitting your information to potential employers and referees.

For Clients

- Providing you with services or information relating to services;
- Maintaining our business relationship;
- Processing payments, providing refunds or discounts;
- Reviewing your financial position and reviewing your credit worthiness; and
- Conducting marketing researches and developing our services.

For Referees

- communicating with you to obtain your opinion in respect to the candidate; and
- preparing reports on the suitability of the candidate.

If you don't want to receive direct marketing, you can tell us by using any of the methods set out in this policy.

Disclosure to Third Party

We may disclose your information to certain third parties, including, but is not limited to:

- our third party service providers in connection with our business, including but not limited to advisors and consultants; data management companies; professional advisors, background check agents, banks, insurers and IT services providers;
- credit reporting bodies and credit providers; and
- government and law enforcement agencies or regulators.

For candidates, we may also disclose your information to our clients, your past or potential employers and referees.

For referees, we may also disclose your contact information to our clients and the candidate for which you provided a reference.

These third parties are permitted to use the personal information only for the particular purpose for which they were asked to assist.

We do not use or disclose personal information for purposes other than the identified purposes for which it is collected, except with the consent of the individual or as required or permitted by law.

Transfer out of Australia

We may from time to time transfer personal information collected by us outside Australia, including but not limited to:

- disclosure to clients, candidates, referees, and other relevant persons who are overseas to provide our services to you;
- disclosure to our staffs who are overseas;
- transfer and store on stored on a "cloud" server which is physically situated outside Australia and managed by third party supplier.

We will take reasonable steps to ensure that the overseas recipients will handle your personal information in a manner which is consistent with this privacy policy, but it is not always practicable to do so. By providing us with your personal information, you consent to the disclosure of your personal information outside Australia as outlined above, and agree that Hourigan International is not required to ensure that the overseas recipient does not breach the Australian Privacy Principles, and that the overseas recipient may not be subject to a law, or binding scheme, that has the effect of protecting the information in a way that, overall, is at least substantially similar to the way in which the Australian Privacy Principles protect the information.

Cookies

Cookies are bits of electronic information that a website can transfer to a visitor's hard drive to help tailor and keep records of his or her visit to the site. Cookies allow website operators to better tailor site visits to individual preferences. The use of cookies is standard on the Internet and many major websites use them.

We may use cookies in certain areas to improve your experience when visiting our website. They may be used to anonymously track interest and collect aggregate information on various parts of the sites.

Security

We respect privacy of individuals, and regard breaches of your privacy very seriously. We seek to maintain reasonable security measures in order to attempt to protect against the loss, misuse or alteration of personal information under our control. We hold personal information in our computer facilities in Australia, cloud based server outside Australia, and paper-based files and other records on site.

Unfortunately, there is no such thing as perfect security. As a result, although we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us through or in connection with our website or that we store on our systems or that is stored on our service providers' systems. Furthermore, to the extent permitted by law, we accept no responsibility and/or liability for any security breach.

Access and Correction

We take reasonable steps to ensure that the personal information held by us is accurate, up to date and not misleading. You have the right to access or correct your personal information, with limited exceptions. We will allow access unless there is a reason under the Privacy Act 1988 (Cth) or other relevant law to refuse such access. As permitted by law, we may charge you a reasonable fee for a copy of your records.

Contact Us

For further information on our privacy policy, or for questions on information that we may have collected from you, or should you wish to have your name removed from our mailing list, or if you wish to access or correct any of your personal information that we may be in possession of, please contact us by either of the following methods and we will be happy to review, update or change your record status as appropriate:

By Phone at: +61 2 9571 7111
By Mail at: Suite 67 Jones Bay Wharf, 26-32 Pirrama Road, Pyrmont NSW 2009
Australia
By Email at: privacy@hourigan-international.com

Complaints

If you have any questions or concerns about your personal information which we collect, hold, use or disclose, or if you believe your privacy rights have been violated, you may file a complaint with us by notifying our Compliance Officer via the above contact details of your complaint. We will investigate your complaint and determine whether a breach has occurred and what action to take. If you remain dissatisfied, you can also refer your matter to the Office of the Australian Information Commission via www.oaic.gov.au or phone 1300 343 992.

We reserve the right to make changes to this policy at any time. If we make a material change to this privacy policy, we will notify you by posting the change on our website and, if necessary, give you additional choices regarding such changes. Please check back from time to time to ensure that you are aware of these changes. Your continued use of our site will signify your acceptance of these changes.