

## **PRIVACY POLICY**

In Australia, the National Privacy Principles were established by the Privacy Act of 1988 and apply to all companies such as ADVANTAGE Resumes.

### *The type of personal information held*

Personal information that we collect and hold usually falls into the following categories:

- Client Information submitted and obtained from the client and other sources in connection with applications for work
- Information obtained to assist in managing client and business relationships;

### *Purposes for which we hold personal information*

We primarily hold personal information to assist with the following:

- Job placement activities;
- Training;
- Client and business relationship management;
- Marketing

### *Disclosures*

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose.

### *Access*

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you. We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

### *Our view*

At ADVANTAGE Resumes we know that providing us with your personal information is an act of trust – something we take very seriously.

### *If you wish to contact us about this policy*

If you wish to contact us about your information you should contact ADVANTAGE Resumes at [advantageresumes101@gmail.com](mailto:advantageresumes101@gmail.com) or by telephone 02 43 922 176. If for some reason you wish to lodge a complaint, we would encourage you to do that directly with us, or at the Office of the Federal Privacy Commissioner.