

Privacy Policy

Arcadia Recruitment respects your privacy and requests that you read the following information regarding how we collect your personal and sensitive information and how we use, store and disclose your personal and sensitive information in relation to potential or actual work placements. This policy is design in accordance to Australian Privacy Principles (APP)

Personal information that we collect and hold within our record keeping systems is for the necessary performance of our functions and activities as a company to deliver recruitment services and is likely to differ depending on whether you are:

- **An individual seeking work or career advice**
- **A client seeking talent**
- **A referee**

Individuals

What information do we collect?

- You contact details, employment history through registering on our website
- Detailed information via our registration forms
- We receive information via a reference(s) about you
- Information from inquiries from your former employers, work colleagues, professional associations or registration body
- Your test results of any competency skills or medical test or background checks including credit and criminal record checks
- Any complaints or other information or incident from or about you in the workplace
- Information about any investigation; insurance, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved in Information about you from the public domain

How we may use your information to assist with:

- Your actual or possible work placement
- Your career guidance
- Your workplace performance appraisals, assessment an ongoing prospect
- Any skills test or assessment (including medical tests) that you might be required to undergo
- Identifying your training needs in the workplace
- Informing you of potential work opportunities, training events, information sessions by direct mail/email/SMS
- Identifying any workplace rehabilitation
- Managing a resolution of any complaint, inquiry or investigation in which you are involved
- An insurance claim or proposal that requires disclosure of your personal or sensitive information
- Criminal reference checks and other background checks, including credit checks for positions in Australia that have involvement in significant financial risk and otherwise as permitted by law
- For research, development, business systems and infrastructure testing and other business purposes to assist us in providing our services to you
- Marketing you directly to prospective employers

Who we may disclose your information to:

- Potential and actual employers, clients of Arcadia Recruitment and trusted third parties who may be based outside of Australia
- Arcadia employees who may be based outside of Australia
- Referees
- External service providers such as payroll companies, training or inductions to assisting you into employment

- External service providers for on-line OH&S Induction, and background checking agencies – e.g. criminal record and credit checking
- Third party contractors/service providers for the purposes of assisting us to provide you with our services, and/or to improve the services we offer you including (a) providing us with specialised and efficient database management, development and storage of information and, (b) assisting with the provision of marketing communications to you. Such service providers/contractors may be based in and outside of Australia.
- Our insurance companies
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information
- A Workers Compensation body
- Any person with a lawful entitlement to obtain the information

For Clients

What information do we collect?

- Company information provided to us directly or from previous employees, networks
- Client contact information, relationship information, Information about your company and team structures, roles, position descriptions, provide to us for business or social purposes via face to face contact telecommunications and or electronically through our technology systems
- Your internal policies and procedures; e.g. information on your hiring process, e.g. psychometric tests, process, position descriptions and employment contracts.

- Workplace performance through direct reports provided to us or through publicly; media, directories, internet, social media, print.

How we may use your information to assist with:

- Promoting your business and relationship management;
- To recruitment for you and place employees
- Marketing our services to you;
- Statistical purposes and statutory compliance requirements;
- Networking
- Risk Management and for Insurance purposes
- Staffing advice and guidance and performance appraisals
- Workplace health and safety and rehabilitation

Who we may disclose your information to:

- Potential candidate seeking employment to recruit for you and place employees
- Arcadia employees who may be based outside of Australia
- External service providers such as payroll companies, training or inductions to assisting you into employment
- External service providers for on-line OH&S Induction, and background checking agencies – e.g. criminal record and credit checking
- Third party contractors/service providers for the purposes of assisting us to provide you with our services, and/or to improve the services we offer you including (a) providing us with specialised and efficient database management, development and storage of information and, (b) assisting with the provision of marketing communications to you. Such service providers/contractors may be based in and outside of Australia.
- Our insurance companies

- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information
- A Workers Compensation body
- Any person with a lawful entitlement to obtain the information

For Referees

What information do we collect?

- Direct Information from the candidate and from you on your work position in the company, authority to give a reference and your preferred contact details;
- Your direct opinions of the referee regarding the candidates' character, work performance and the work environment.
- Your facts or evidence in support of those opinions, sometimes involving the
- Your knowledge and experience of having worked with the candidate seeking new employment

How we may use your information to assist with:

- To confirm the identity, authority to provide references;
- To Assess suitability of candidate for potential roles
- To establish your company's recruitment functions;
- For risk management purposes

Who we may disclose your information to:

- Potential new employers for the candidate
- To the candidate unless specified
- Arcadia employees who may be based outside of Australia
- Third party contractors/service providers for the purposes of assisting us to provide our services, and/or to improve the services we offer you including (a) providing us with specialised and efficient database management, development and storage of information and, (b) assisting with the provision

of marketing communications to you. Such service providers/contractors may be based in and outside of Australia.

Social networks and web searches:

- To assess suitable matches between employer and candidates we will need to collect, use and disclose information about you or your company via research of social network media sites that are in the public domain. We may also use your public available photo for recruitment introduction purposes.

If you do not provide us the information we need:

- This may limit our ability to locate suitable employment or employees for you
- This may limit in our ability to place you in work or find you an employee

Changes to our privacy notice:

- If at any time our privacy policy changes, the updated details will be available at the bottom of our website www.arcadiarecruitment.com.au. Any information we hold about you will be governed by the most current version of the privacy policy.