

PRIVACY POLICY

Your privacy and security are very important to us. As we collect personal information it is our job to maintain a high level of security.

About this Privacy Policy

This Privacy Policy provides a summary of how and when personal information is collected, stored and distributed. This Policy discloses the information gathering and use of information by the authentics co.

Your information

The authentics co. are a recruitment firm so we need to ensure that we have all relevant personal information to be able to represent you and to ensure that the environment we create is a secure and trusted one. We collect a range of information to ensure we know who we are dealing with. This includes:

- Identity data including your name and position title.
- Contact data including your telephone number, business address and email address.
- Professional data including your professional history such as your previous positions and professional experience.
- Reference checks as provided by you in the course of a recruitment process. You can request a copy of your references from us at anytime via email.
- Identity and compliance documentation provided in the course of a recruitment process including though not limited to drivers licences, criminal checks and CVs.
- Transaction data including details about payments from your business to us and other details of services you have purchased from us.
- Interaction data (see Use of our Website and Subscription and feedback forms)
- Marketing and communications data including your preferences on both.

How we collect Personal Information

We collect Personal Information about our users, customers and prospective customers in a variety of ways, including:

- when you interact directly with us, including face-to-face, over the phone, over email, or online, when you enter into an agreement with us, make an enquiry with us, and when we provide services to you;
- when you complete a form, such as registering for any events or newsletters, or responding to surveys;
- from third parties including referrals from current customers or prospective customers, contact list suppliers, third party product and marketing analytics tools, advertising networks, search engines, credit reference agencies and marketing providers.
- from publicly available sources, such as the internet, social media, Australian Securities and Investment Commission (ASIC) or from LinkedIn.

Use of our Website

The authentics co. will make no attempt to identify users or their browsing activities, unless disclosure is required by law or due to a mandatory requirement of a Court, Governmental Agency or Regulatory Authority. We collect data through the use of cookies and Google Analytics, and communications with our website.

Subscription and feedback forms

Interaction data including information you provide to us when you participate in any interactive features, including surveys, promotions, activities or events.

Some pages of this web site allow users to fill out an online form for the purpose of inquiry on our services or subscribing to our hr market content. We will ask you to provide only enough personal information to fulfil that purpose. We will record it to facilitate follow-up and for statistical analysis. This data is only for the authentics co.

Promotional material via email

The authentics co. often communicates electronically via email (there is a human behind this!) for hr recruitment and marketing material related to our services. Should you decide you do not wish to receive marketing or promotional materials via e-mail from us please unsubscribe using the link on each email.

Use and disclosure of personal information

the authentics co. does not disclose any identifying personal information to any other party, unless agreed upon by you in relation to our recruitment processes and services.

Access to review and change your information

Once you have registered with the authentics co. you may at anytime contact us to access and modify the personal information you provided. We will take reasonable steps to destroy or permanently de-identify personal information if it is no longer required or if you ask us. We are however required by law to retain personal information in order to fulfil legal responsibilities or resolve disputes which may arise.

Security of your information

While we take care to ensure the privacy and integrity of the information you provide us, the possibility exists that this information could be unlawfully observed by a third party while in transit over the Internet or while stored on our systems or our website. We disclaim all liability to you to the greatest extent possible pursuant to law should this occur.

Other privacy information

You as an individual are responsible for the security of and access to your computer. Please be careful and responsible whenever you are providing your personal information. Further Privacy information can be obtained on the [Australian Privacy Commissioner's Web Site](http://www.oaic.gov.au).

