

# PRIVACY POLICY

LINK Employment + Training is committed to protecting the privacy of the information given to us. This information explains how LINK Employment + Training collects, uses and discloses your personal information for our employment and training services.

## Your personal information

Personal information which may be gathered by LINK Employment + Training includes name, date of birth, contact details, qualifications, work history, skills, resume, salary/benefit information, driver's licence number and information about your hobbies and interests. LINK Employment + Training may also collect sensitive information (for example, health information), with your consent. If you choose not to provide LINK Employment + Training with particular information, we may not be best placed to provide the service you have requested.

LINK Employment + Training collects personal information in a variety of ways which may include:

- \* Directly from you when you provide information by telephone or in documents such as an application form or resume.
- \* By contacting your nominated referees.
- \* From clients to whom we supply services.
- \* By searching publicly available information (for example, the internet).

**If you have any questions in relation to privacy, please contact us. You can do this by contacting us at [manager@linkemploy.org.au](mailto:manager@linkemploy.org.au).**

## How we use your personal information

The personal information that LINK Employment + Training collects from you will be used in our employment services (for example, matching applicants to employer needs).

LINK Employment + Training will only disclose personal information about you for the purposes of recruitment or training (for example, recruiting you to specific positions).

We may also disclose your personal information to the following parties:

- \* Consultants and representatives in all LINK Employment + Training's recruitment and training services
- \* You and your referees in making enquiries
- \* Your financial institution and others relating to your remuneration and benefits
- \* Government bodies and others as required/ authorised by law

## You can access your personal information

You have the right to access your personal information, subject to some exceptions allowed by law. For security reasons, all requests must be made in writing and a charge may apply.

