



HIRED1ST - PRIVACY POLICY

In this Privacy Policy, Hired1st, 'us' 'we' or 'our' means Hired1st Pty Ltd ACN 611 842 785 and our related bodies corporate. We are committed to respecting your privacy. Our Privacy Policy sets out how we collect, use, store and disclose your personal information.

This Privacy Policy covers personal information you provide to Hired1st when you access our website at www.hired1st.com and when you use our products and services (“**Services**”).

By providing personal information to us, you consent to our collection, use and disclosure of your personal information in accordance with this Privacy Policy and any other arrangements that apply between us. We may change our Privacy Policy from time to time by publishing changes to it on our website. We encourage you to check our website periodically to ensure that you are aware of our current Privacy Policy.

Personal information includes information or an opinion about an individual that is reasonably identifiable. For example, this may include your name, age, gender, postcode and contact details.

Important Notice for Job Seekers

Where we provide the Services to an organization that is our client (for example, a company that is using our Services to source candidates for job vacancies), that organisation collects your personal information and controls how your personal information is processed by the Services.

By applying to a position advertised by a Subscriber to our Services, you are transmitting your personal information to our system as the request of that Subscriber. Any questions you have relating to a job vacancy you have applied for, your online application and/or the status of your application should be directed directly to the Subscriber or their nominated agent, not Hired1st.

Subscribers are asked by Hired1st to comply with all relevant obligations relating to the use and disclosure of personal information that are outlined in the Privacy Act. The use of your information (personal or otherwise) by these Subscribers is not within the control of Hired1st and we cannot accept responsibility for the conduct of these companies.

Candidates have the right to directly contact Subscribers to request access to any personal information that you have sent to Hired1st as part of an application.

Hired1st does not, at any time, directly or indirectly, disclose, furnish or make accessible to any person, firm, corporation, or other entity, or make use of, any data other than for the purpose of providing Services to its clients.

Candidates have the right to directly contact our Subscribers to request access to any personal information that you have sent to Hired1st as part of an application for a job vacancy.

What personal information do we collect?

We may collect the following types of personal information:

- Subscribers - company name, address and billing address name for the entity that is the Subscriber;
- Primary contact - name, email address and telephone number for the Subscriber's primary contact;
- Additional users - name and email address for any subsequent users added by a Subscriber;
- for all Subscriber users, visitors to our sites and parties that have enquired about Services or requesting a demonstration of the Services:
- your name, email address, telephone number and other contact details we reasonably require;
- device ID, device type, geo-location information, computer and connection information, statistics on page views, traffic to and from the sites, ad data, IP address and standard web log information;
- details of the Services we have provided to you or that you have enquired about, including any additional information necessary to deliver those Services and respond to your enquiries;
- any additional information relating to you that you provide to us directly through our website or app or indirectly through your use of our website or app or online presence or through other websites or accounts from which you permit us to collect information;
- information you provide to us through customer surveys; or
- any other personal information that may be required in order to facilitate your dealings with us.

We may collect these types of personal information either directly from you, or from third parties. We may collect this information when you:

- register as a Subscriber for our Services;
- create a user account as part of a Subscriber's subscription to the Services;
- register on our website or app;
- communicate with us through correspondence, chats, email, or when you share information with us from other social applications, services or websites;
- interact with our sites, Services, content and advertising; or
- provide it to us in other ways.

Why do we collect, use and disclose personal information?

We may collect, hold, use and disclose your personal information for the following purposes:

- to enable you to access and use our Services;
- to operate, protect, improve and optimise our Services, business and our users' experience, such as to perform analytics, conduct research and for advertising and marketing;
- to send you service, support and administrative messages, reminders, technical notices, updates, security alerts, and information requested by you;
- to send you marketing and promotional messages and other information that may be of interest to you, including information sent by, or on behalf of, our business partners that we think you may find interesting;
- to administer rewards, surveys, contests, or other promotional activities or events sponsored or managed by us or our business partners; and

- to comply with our legal obligations, resolve any disputes that we may have with any of our users, and enforce our agreements with third parties.

Do we use your personal information for direct marketing?

We and/or our carefully selected business partners may send you direct marketing communications and information about our services and products. This may take the form of emails, SMS, mail or other forms of communication, in accordance with the Spam Act and the Privacy Act. You may opt-out of receiving marketing materials from us by contacting us using the details set out below or by using the opt-out facilities provided (eg an unsubscribe link).

To whom do we disclose your personal information?

We may disclose personal information for the purposes described in this privacy policy to:

- our employees and related bodies corporate;
- third party suppliers and service providers (including providers for the operation of our websites and/or our business or in connection with providing our Services to you);
- professional advisers, dealers and agents;
- payment systems operators (eg merchants receiving card payments);
- our existing or potential agents, business partners or partners;
- anyone to whom our assets or businesses (or any part of them) are transferred;
- specific third parties authorised by you to receive information held by us; and/or
- other persons, including government agencies, regulatory bodies and law enforcement agencies, or as required, authorised or permitted by law.

Disclosure of personal information outside Australia

We may disclose personal information outside of Australia to third party cloud providers, including Amazon Web Services, i.e. - will however, take reasonable steps to ensure that any overseas recipient will deal with such personal information in a way that is consistent with the Australian Privacy Principle.

Using our website and cookies

We may collect personal information about you when you use and access our website. While we do not use browsing information to identify you personally, we may record certain information about your use of our website, such as which pages you visit, the time and date of your visit and the internet protocol address assigned to your computer.

We may also use 'cookies' or other similar tracking technologies on our website that help us track your website usage and remember your preferences. Cookies are small files that store information on your computer, TV, mobile phone or other device. They enable the entity that put the cookie on your device to recognise you across different websites, services, devices and/or browsing sessions. You can disable cookies through your internet browser but our websites may not work as intended for you if you do so.

We may also use cookies to enable us to collect data that may include personal information. For example, where a cookie is linked to your account, it will be considered personal information under the Privacy Act. We will handle any personal information collected by cookies in the same way that we handle all other personal information as described in this Privacy Policy.



Security

We may hold your personal information in either electronic or hard copy form. We take reasonable steps to protect your personal information from misuse, interference and loss, as well as unauthorised access, modification or disclosure and we use a number of physical, administrative, personnel and technical measures to protect your personal information. For example, we have hosted the data on AWS, which is the global leader in Data Hosting Solutions. We have access to their premium solution, and have a team constantly monitoring the data. However, we cannot guarantee the security of your personal information.

Links

Our website may contain links to websites operated by third parties. Those links are provided for convenience and may not remain current or be maintained. Unless expressly stated otherwise, we are not responsible for the privacy practices of, or any content on, those linked websites, and have no control over or rights in those linked websites. The privacy policies that apply to those other websites may differ substantially from our Privacy Policy, so we encourage individuals to read them before using those websites.

Accessing or correcting your personal information

You can access the personal information we hold about you by contacting us using the contact details below. Sometimes, we may not be able to provide you with access to all of your personal information and, where this is the case, we will tell you why. We may also need to verify your identity when you request your personal information.

If you think that any personal information we hold about you is inaccurate, please contact us and we will take reasonable steps to ensure that it is corrected.

Making a complaint

If you think we have breached the Privacy Act, or you wish to make a complaint about the way we have handled your personal information, you can contact us using the contact details below. Please include your name, email address and/or telephone number and clearly describe your complaint. We will acknowledge your complaint and respond to you regarding your complaint within a reasonable period of time. If you think that we have failed to resolve the complaint satisfactorily, we will provide you with information about the further steps you can take.

Contact Us

For further information about our Privacy Policy or practices, or to access or correct your personal information, or make a complaint, please contact us using the details set out below:

Privacy Officer
support@Hired1st.com

Effective: November 2018