



## Privacy Policy

### 1. Introduction

Mrkt Talent is committed to protecting the privacy and confidentiality of personal information collected from clients, candidates, and employees. This Privacy Policy outlines how we collect, use, store, and disclose personal information in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

### 2. Collection of Personal Information

We collect personal information only when necessary for recruitment and employment-related purposes. The types of personal information we collect include:

- Name, contact details, and identification information.
- Employment history, qualifications, and references.
- Salary expectations and work preferences.
- Sensitive information (e.g., health information) where required and with consent.
- Any other information necessary for recruitment or compliance with legal obligations.

### 3. Use & Disclosure of Personal Information

Personal information is used for the following purposes:

- Evaluating and matching candidates with job opportunities.
- Communicating with candidates, clients, and third-party service providers.
- Conducting reference and background checks with consent.
- Complying with legal and regulatory requirements.
- Enhancing and improving our recruitment services.

We do not share personal information with third parties unless:

- The individual has given consent.
- It is required by law.
- It is necessary to provide recruitment services (e.g., disclosing a candidate's details to a prospective employer).

## 4. Data Security & Protection

Mrkt Talent takes appropriate measures to protect personal information from misuse, loss, and unauthorised access. This includes:

- Secure digital storage and encryption of data.
- Access restrictions to personal information.
- Regular cyber security audits and compliance checks.
- Training employees on privacy and data protection practices.

## 5. Retention & Disposal of Information

Personal information is retained only for as long as necessary. When no longer required, data is securely deleted or destroyed in accordance with our Data Retention Policy.

## 6. Access & Correction Rights

Individuals have the right to:

- Request access to their personal information.
- Request corrections if their information is inaccurate or outdated.
- Lodge complaints if they believe their privacy rights have been breached.

Requests can be made by contacting our Privacy Officer at [contact details].

## 7. Notifiable Data Breach Scheme

In the event of a data breach likely to cause serious harm, we will:

- Notify affected individuals as soon as possible.
- Report the breach to the Office of the Australian Information Commissioner (OAIC).
- Take immediate steps to contain and rectify the breach.

## 8. Changes to This Policy

This Privacy Policy may be updated periodically to reflect changes in legal requirements or business operations. Employees and clients will be notified of significant updates.

By engaging with Mrkt Talent, individuals acknowledge and agree to the collection and handling of their personal information as outlined in this policy.

Effective Date: 01.05.2024