Scope

Right Connect takes seriously its commitment to preserve the privacy of the personal information that we collect. This summary sets out the key points about how we handle personal information.

We collect, hold, use and disclose personal information to carry out our functions or activities as required by the Australian Privacy Principles set out under the Privacy Act 1988 (Privacy Act) as amended.

Information

Collection of your personal information

We will collect personal information from you directly: if you are a candidate, when you apply for work; if you are a client, during our business relationship with you; or if you are a referee, when seeking your opinion.

We may also collect personal information from a third party or a publicly available source to enable us to confirm the information you have provided to us, and to include other relevant and necessary information in connection with your application to us for work.

We also collect personal information through our websites and social networking services such as LinkedIn and Facebook.

How your personal information is held

Information is held in our secure information record system until it is no longer needed.

Disclosure

We may disclose your personal information for any of the purposes for which it is primarily held or for a related purpose where lawfully permitted. Disclosure will usually be to our clients and to referees. Disclosures may also be to our contracted service suppliers, such as IT suppliers.

We don't disclose sensitive information about you unless you agree or would reasonably expect us to.

Accessing and correcting your personal information

Subject to some exceptions that are set out in privacy law, you can gain access to the personal information that we hold about you. You will need to be in a position to verify your identity, and we may impose a moderate charge. If personal information that we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, we will take reasonable steps to correct it.

How to make a complaint

You have a right to complain about our handling of your personal information if you believe that we have interfered with your privacy. Please contact us, preferably in writing, using the details below.

How to contact us

You can contact us at Right Connect Privacy Officer on **admin@right-connect.com.au** or **1300 686 796**

References

Collection Statement

Privacy Management Procedure

Privacy Complaint Procedure