



Privacy Policy

Object Consulting Pty Ltd (“Object Consulting”) is committed to protecting your privacy and the confidentiality of your personal information. Object Consulting is subject to the Australian Privacy Principles under the *Privacy Act 1988*. The following Privacy Policy explains how Object Consulting manages and protects the privacy of your personal information.

The Object Consulting privacy policy is based on transparency

We are committed to being open and transparent about how we manage personal information.

Management of personal information

At Object Consulting, we train our staff to respect the confidentiality of customer information and the privacy of individuals. Object Consulting regards your privacy very seriously and has in place a number of measures to protect it.

What is Personal Information?

Personal information is any information or an opinion, whether true or not, which identifies an individual. When personal information concerns certain matters it is considered sensitive information. Sensitive information includes information about an individual’s membership of a professional association, their racial or ethnic origin, their health and any criminal record that they may have.

What kinds of Personal Information does Object Consulting collect?

The kinds of personal information that Object Consulting collects about job candidates includes:

- Names, dates of birth and contact details (including phone numbers, email addresses, physical addresses);
- Details of employment preferences;
- Employment history and CV/ resume details;
- Details of relevant volunteer or unpaid work;
- Educational background and qualifications, and any other certifications;
- Details of professional memberships, associations, affiliations with relevant industry bodies or organisations;
- Details of awards, recognition and special achievements;
- Details of references;

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- Results of inquiries that we might make (with candidate's permission) of former employers, work colleagues, professional associations or registration body;
- Results of any competency or psychometric assessments; and
- Feedback on performance.

Object Consulting also collects personal information from individuals that work for its clients, such as names, addresses, contact details, and employment position details, for the purposes of transacting business with them.

How does Object Consulting collect your Personal Information?

Generally, Object Consulting will collect personal information directly from the individual concerned. In respect of job candidates, we typically collect the information when you submit your resume to Object Consulting, make an enquiry through our website or by email, and when you deal with Object Consulting by correspondence, telephone or in person.

We may collect other personal information (including, for example, from our clients) when they telephone us or sign up to attend one of our events, as well as if they submit information through social media such as linkedin.

Object Consulting only collects sensitive information with the individual's consent.

On occasions Object Consulting will collect personal information about a candidate from someone other than the candidate. For example, Object Consulting may collect personal information when we receive:

- A reference about them;
- Results of inquiries made to former employers, work colleagues, professional associations;
- Results of any competency tests; and
- Performance feedback about work.

How does Object Consulting use and disclose your Personal Information?

Object Consulting uses personal information for the primary purpose for which it was collected, or for secondary purposes which are related to the primary purpose. Generally, Object Consulting uses personal information for the following purposes:

- To provide IT consulting placements to its clients. This may involve reference checking and the other types of enquiries referred to in the section above headed "What kinds of Personal Information does Object Consulting collect?";
- To provide IT consulting services to its clients;
- To provide training services to its clients; and
- To undertake marketing activities, with the consent of the individual involved.



What happens if you don't provide Personal Information?

If you do not provide the personal information Object Consulting requests, Object Consulting may be limited in its ability to provide you with its services.

Object Consulting may disclose your Personal Information

Object Consulting may disclose personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. Depending on the circumstances, Object Consulting may disclose candidate's personal information to:

- Potential clients of Object Consulting, with the candidate's consent;
- Referees with the candidate's consent;
- Object Consulting's insurers, where necessary for claims purposes;
- Object Consulting's service providers and specialist advisers, such as psychometric test providers, with the candidate's consent;
- The police where a police check is required, with the candidate's consent; and
- Any person with a lawful entitlement to obtain the information.

If Object Consulting engages a third party contractor to perform services which involves handling personal information Object Consulting requires the contractor to comply with the Australian Privacy Principles. Object Consulting also takes reasonable steps to prohibit the contractor from using personal information except for the purposes for which it was supplied.

Accuracy of your Personal Information

If Object Consulting has accurate personal information about you, it enables Object Consulting to provide you with the best possible service.

Object Consulting takes reasonable steps to ensure that the personal information Object Consulting collects, uses and discloses is accurate, complete and up to date.

Please contact Object Consulting as soon as possible if you find that the personal information Object Consulting holds about you is inaccurate, incomplete or out of date. Object Consulting will take reasonable steps to ensure your personal information is corrected.

Security of your Personal Information

Object Consulting uses industry standard safeguards to ensure the security of your personal information through physical, electronic and managerial procedures.

We hold personal information in a combination of secure computer storage facilities and paper-based files and other records, and take such steps as are reasonable in the circumstances to protect the personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure. We may need to maintain records for a significant period of time.

When Object Consulting no longer requires your personal information Object Consulting securely destroys the information and deletes it from its systems.



Access to your Personal Information

You may request access to any of the personal information Object Consulting holds about you. Object Consulting will, on written request, provide you with access to the personal information Object Consulting holds about you, unless there is an exemption which applies under the *Privacy Act*.

Your request for access will be dealt with in a reasonable time. Object Consulting may charge you a fee to cover the reasonable cost of retrieval and the supply of the information to you.

If Object Consulting refuses your request for access, it will provide you with reasons for the refusal.

Transferring your Personal Information overseas

Object Consulting does not transfer your personal information overseas unless Object Consulting is authorised by law to do so or you have consented to it as part of the services Object Consulting provides to you. This may only occur in respect of some psychometric testing service or reference checking providers, and will only occur with the permission of the candidate affected.

General information collected from visitors to our website

We gather information about all our website users collectively, such as what areas users visit more frequently and what services users access the most. We only use such data anonymously and in the aggregate. This information helps us determine what is most beneficial for our users, and how we can continually create a better overall website experience for you.

Accessing and seeking correction of personal information

If you wish to gain access to or correct your personal information you should contact us

Telephone: 02 94593300

Mail: Object Consulting, PO Box 528, North Sydney NSW 2059

Email: info@objectconsulting.com.au

OBJECT CONSULTING will endeavour to respond to your query within 48 hours.

Privacy Complaints Procedure

If you believe that Object Consulting has breached its obligations under this policy, the Privacy Act or any applicable Australian Privacy Principle code in respect of the handling, use or disclosure of your personal information, you may raise a complaint. We encourage individuals to discuss the situation with Object Consulting representative in the first instance, before making a complaint.

The complaints handling process is as follows:

1. The individual should make the complaint including as much detail about the issue as possible using the contact methods listed above.
2. Object Consulting will investigate the circumstances included in the complaint and respond to the individual as soon as possible (and within 30 calendar days) regarding its findings and actions following this investigation.



3. After considering this response, should you still feel unsatisfied you may escalate your complaint directly to the Information Commissioner for investigation:

Office of the Australian Information Commissioner

www.oaic.gov.au

Phone: 1300 363 992

When investigating a complaint, the OAIC will initially attempt to conciliate the complaint, before considering the exercise of other complaint resolution powers.

Changes to the policy

Object Consulting reserves the right to change this Privacy Policy at any time. Object Consulting will notify any changes by posting an updated version of the Privacy Policy on the Object Consulting website at www.objectconsulting.com.au

