

EMPLOYMENT OFFICE/SCOUT TALENT PRIVACY STATEMENT

At Employment Office, we understand how important privacy is and we abide by the [Privacy Act 1998](#). This document discloses our information gathering and dissemination practices, as we value our users, and recognize their rights to keep information private.

Collecting Information on Employment Office and Scout Talent Visitors

Employment Office and Scout Talent collects information on our site visitors collectively including which sections of the site are most frequently visited, how often and for how long. This data is always used as aggregated, non-personal information to better our services by monitoring which parts of on the site which are visited the most. This information may be shared with Employment Office partners to provide them with an overview of where applications come from. This is done for the purposes of providing our customers with the best talent attraction and candidate management services.

Online Applications

Making an online application to a job advertisement through Scout is a free and optional service that does not require registration. Job applications require you to complete mandatory fields (first name, last name, phone and email) so that the employer can identify and contact you. Your application, including attachments and cover letters, can be accessed by the employer. This information may also be accessed by Employment Office's Account Managers and specialist teams who may be assisting in the shortlisting of the positions and is done for the purpose of providing our customers and candidates with the best possible service.

By applying to a position through Employment Office and Scout Talent you are requesting that Employment Office pass the information to the employer or Shortlisting and Selection Specialist as part of your application.

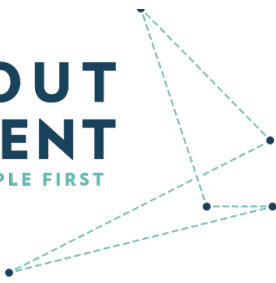
Additionally, you have the right to request your personal information direct from [Advertisers](#) on Employment Office.

Collecting Information on employmentoffice.com.au

Employment Office collects information that is necessary for the function of the site activities.

When you visit employmentoffice.com.au we may make a record of your visit and log some or all of the following information for statistical, maintenance or improvement purposes:

- Your service or internet provider (IP) address – information is gathered in summation only and cannot be traced to an individual user;
- The address of the referring site (if any);
- The date and time of your visit;
- Your top level domain name (for example, .org.au, .gov.au, .com.au etc);
- The address of the page that is accessed and the documents downloaded;
- The type of browser you used.
- We also collect personal information when you complete the contact form or when you subscribe to our online newsletter. Employment Office utilises this information to improve and enhance our services by monitoring the areas on the site which are most popular to you. This non-personal information may be shared with Employment Office partners to provide them with an overview of how visitors use Employment Office



Email Communications from Employment Office

Employment Office also provides you with selected information about new jobs listed that might be relevant to your previous applications, in which you are invited to apply if relevant to you. This free service is sent to registered users and provides the option of opting out of receiving these by clicking the “unsubscribe” link on emails sent. You can also request to remove your information at any stage.

Storage & Security of Personal Information

- Employment Office and Scout Talent has implemented appropriate physical, electronic and managerial security procedures in order to protect personal information from loss, misuse, alteration or destruction.
- Employment Office and Scout Talent regularly reviews security and encryption technologies and will strive to protect information to the fullest extent possible.
- Our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by Employment Office.
- Employment Office will not be held responsible for events arising from unauthorised access of your personal information.
- Employment Office conducts recorded video interviews for our customers. These are provided to our customers as part of their service for the period of their recruitment campaign, and we notify all candidates prior to interview. Employment Office does not share this information with any other party unless permission is given. All other storage of video interviews abides by the above points. At any stage you can request the removal of your interview from Scout Talent.

Use of Cookies

A cookie is a small piece of text that is placed within the memory of a computer and can be later retrieved by web page servers. Employment Office uses cookies to enhance your interaction and convenience with its website and does not use cookies to record any personal information.

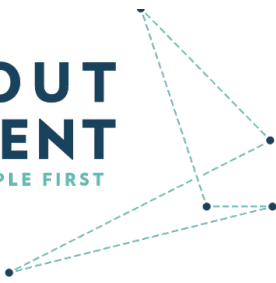
Transborder Data Flows

Employment Office principally deals with Australian companies, though sometimes, we may transfer information to persons outside Australia (e.g. an employer, or a contractor who supplies services to Employment Office). By giving us your personal information, you consent to such disclosures. In addition, we believe that the recipients of such information are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the National Privacy Principles.

Privacy & Site Changes

Employment Office may review and update its privacy statement in the future if required. Revised versions will be updated on the website. The website itself will be updated from time to time, to ensure the best service to all jobseekers and advertisers.

**SCOUT
TALENT**
SEE PEOPLE FIRST



Contact Us

If you have any questions about this privacy statement, or have feedback to help improve Employment Office you can contact us via email, or post:

Tel: (07) 3330 2555

Email: info@employmentoffice.com.au

Post: Employment Office

Po Box 1670

Milton Qld 4064

Employment Office Australia Pty Ltd trading as Employment Office

ABN: 18 129 212 602

Trading Address: Level 1, 265 Coronation Drive, Milton QLD, 4064.

For more information about privacy issues in Australia, please visit the Australian Federal Privacy Commissioners [website](#).