

Electronic Transactions Policy

Scope

Peoplebank takes seriously its commitment to preserve the privacy of the personal information that we collect. 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.

This policy explains how we handle personal information collected from our website, www.peoplebank.com.au and www.porterallen.com.au, social media and by any other technology in the course of electronic transactions.

This policy should be read in conjunction with our Privacy Policy, which is available from our Privacy Coordinator, 02 9409 4825 or privacy@peoplebank.com.au

Electronic Transactions

It is important that you understand that there are risks associated with use of the Internet and you should take all appropriate steps to protect your personal information. It might help you to look at the OAIC's resource on [Internet Communications and other Technologies](#).

It is important that you:

- ▶ Know your rights: read our privacy policy, collection statement and consent to electronic transactions;
- ▶ Be careful what information you share on the Internet;
- ▶ Use privacy tools on the site – control access to your search listing and profile; and
- ▶ Make sure your anti-virus and data protection software is up to date

Please contact us by phone if you have concerns about making contact via the internet.

Sometimes, we collect personal information that individuals choose to give us via online forms or by email. For example, when individuals:

- ▶ Ask to be on an email list such as a job notification list;
- ▶ Register as a site user to access facilities on our site such as job notification boards;
- ▶ Make a written online enquiry or email us through our website;
- ▶ Submit a resume by email or through our website;
- ▶ Make a job application to us through an external job board or website: and /or
- ▶ Follow and communicate with us via social media such as LinkedIn, Facebook and Twitter

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Social Networks and Web Searches

In order to assess your suitability for positions and to assist you to find work, we conduct Internet searches using search engines and regulatory or government agency sites by entering your name and relevant identifying details.

Web Browsing

When you look at our website, our website host makes a record of the visit and logs (in server logs) the following information for statistical purposes:

- ▶ Your server address;
- ▶ Your top-level domain name (for example .com, .gov, .org, .au, etc.);
- ▶ The pages you accessed, and documents downloaded
- ▶ The previous site you visited; and
- ▶ The type of browser being used

We do not identify users other browsing activities except, in the event of an investigation, where a law enforcement agency may exercise a warrant to inspect the Internet service provider's server logs.

We do not accept responsibility for the privacy policy of any other site to which our site has a hyperlink, and it is advisable to look at the privacy policy of other sites before disclosing personal information.

Cookies

Cookies are uniquely numbered identification tags, which are placed on your browser. By themselves cookies do not identify you personally, but they may link back to a database record about you. If you register on our site, we will then link your cookie back to your personal information details.

Our website uses cookies to ensure your next visit to the site is easier, enhancing your user experience. We use them, for example, to remember your search preferences, to make the information you see more relevant to you, to help you sign up for our services and to protect your data. It also allows us to effectively analyse how our visitors use our website and to monitor its performance.

If you do not wish us to retain any information about your visit to our site, you might consider deleting the cookies on your browser and changing the settings on your web browser program.

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Web Bugs

If we use web bugs we will display a clearly visible icon the page. The icon will include the name of the company collecting information and will be labelled as a tracking device. The Web bug will be linked to a page disclosing what data is collected, how it is used, and which companies receive the data. Web visitors will be able to opt out of data collection by Web bugs. Web bugs will not be used to collect sensitive information.

Cloud Computing Services

In cases where we use cloud-computing services we will take reasonable steps to ensure that:

- ▶ Disclosure of your personal information to the cloud service provider is consistent with our disclosure obligations under the APP's. This may include ensuring that we have obtained your consent, or that the disclosure is for purposes within your reasonable expectations;
- ▶ Disclosure is consistent with any other legal obligations, such as the restrictions on the disclosure of tax file number information or the disclosure by private employment agencies of Candidate details; and
- ▶ Our Cloud computing services provider's terms of service recognise that we are bound by obligations to protect the privacy of your personal information and that they will not do anything that would cause us to breach those obligations.

Uploading Photographs

Please make sure that you do not upload photographs of any individuals who have not given consent to the display of their photograph. Displaying photographs without that person's consent may breach privacy laws, and you may be responsible for any legal consequences.

Emails

Our technology systems log emails received and may include voting and read and receipt notifications to enable tracking.

When your email address is received by us because you send us a message, the email address will only be used or disclosed for the purpose for which you have provided it and it not be added to a mailing list or used or disclosed for any other purpose without your consent other than as may be permitted or required by law. Exception to this rule: Your email address, details, information and records as provided by email will be added to our information record system for the purposes of recruitment services.

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Call & Message Logs

Our telephone technology (systems and mobile phones) logs telephone calls, messages received and sent, and enables call number display, which may include your profile picture if you have provided it.

When your call number is received by us because you phone us or send us a message, the number (and profile picture) will only be used or disclosed for the purpose for which you have provided it and it will not be added to a phone list or used or disclosed for any other purpose without your consent other than as may be permitted or required by law.

Teleconferences & Video Conferences

Teleconferences and videoconferences may be recorded with your consent. In cases where it is proposed that they be recorded we will tell you first the purpose for which they are being used and retained.

Database

We use a cloud-based database to log and record recruitment operations. This database contains the information and documentation you have provided us. This database operates from servers that permit disclosure to cross border recipients. Your information will only be used or disclosed as reasonably necessary for the performance of our activities or functions as a recruitment agency.

Mobile Access

Our staff use laptops, tablets, phones and other portable electronic devices that allow them to access, retrieve and store your personal information

Paperless Office

Recognising the environmental advantages and efficiencies it provides, we operate a partially paperless office as a result of which your paper-based communications with us may be digitized and retained in digital format. The paper-based communications may be culled.

It is therefore important that, except where specifically requested, you do not send us originals of any paper-based document and that you retain copies for you own records.

Where we do request original paper-based documents we will return them to you once they are no longer required by us for the purpose for which they may be used or disclosed.

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More Information

If you have questions, or would like more information, please contact our Privacy Coordinator on 02 9409 4825 or privacy@peoplebank.com.au. You can also make complaints to the Office of the [Australian Information Commissioner](http://www.oaic.gov.au/privacy/privacy-complaints) (<http://www.oaic.gov.au/privacy/privacy-complaints>).