

## **PRIVACY POLICY.**

Ivory Group would like all visitors and users of our website to feel confident and comfortable. In gaining your confidence, the Ivory Group website Privacy Policy has been included to ensure that you have a clear understanding of how Ivory Group complies with privacy legislation. The Privacy Policy will outline how we collect personal information and how we maintain, use, and disclose that information.

### **Respecting Your Privacy**

Ivory Group respects your privacy. When visiting any area of the Ivory Group website whereby you are not required to log in and browse, read or download any content or information, Ivory Group systems may record anonymous information regarding the date and time of your visit, the particular pages you visited, and any information downloaded. Ivory Group systems will not record any information that would identify you personally without your knowledge or consent. This information will strictly assist us in identifying how we can continue to create an improved website for all users.

### **Personal and Sensitive Information**

Any personal or sensitive information that you submit to Ivory Group will be used only for the purposes of:

- Your current or future work placement
- Checking your work rights status and criminal reference checks
- Ensuring you receive the correct pay on a temporary assignment
- Notifying you of potential job opportunities
- Advising you on suitable candidates
- Any insurance claim that requires personal or sensitive information
- Maintaining correct business processes
- Monitoring your performance and identifying training needs
- Informing you on other services we may provide

### **Disclosure of Your Personal and Sensitive Information**

Any personal or sensitive information that you submit to Ivory Group may be disclosed to:

- Potential future employers
- Ivory Group employees to assist us in providing our services to you
- Referees
- Our insurers
- A Worker's Compensation body
- A professional association or any person with a lawful entitlement to obtain information

### **Required by Law**

In some circumstances Ivory Group may be required by law to make known your personal and sensitive information. Ivory Group reserve the right to choose to make known your information to legal agencies in given circumstances as outlined in the Australian Privacy Principles contained in the Privacy Act (1988) and other legislation and regulations.

### **Online Applications**

When making an online application that does not require registration, mandatory fields will need to be filled, including your first name, surname, phone number, and email. We may also ask you further information such as the type of work you are interested in to assist us in providing an improved service.

### **Information Security**

Ivory Group makes every attempt to ensure the security of your information so that it is free from unauthorised access/use. Ivory Group implements a number of safety measures to ensure that personal and sensitive information is stored in a secure computer database requiring login details and a password to obtain access.

However, Ivory Group is unable to guarantee complete security against unauthorised access to your information. Ivory Group will not be held responsible for any situations arising from unauthorised access to personal information.

### **External Links**

Ivory Group may provide links to other external websites. In all cases, Ivory Group is not responsible for the privacy policies, practices, or content of these websites. It is your responsibility to review their policies and make your own judgement on any potential risk to the security of your information.

### **Access to Personal Information**

You are able to gain access to the personal information Ivory Group holds about you, subject to exceptions set out in the Australian Privacy Principles. You will be required to verify your identity and provide information about your request. Furthermore, where we are legally permitted to do so, we may refuse your request and give you reasons for doing so. If you have registered an account with Ivory Group via our website, you are able to manage your profile and update any information by logging into your account.

You may also request that Ivory Group correct the personal information we hold about you if you believe it to be misleading, incorrect, or incomplete. We will ensure that the appropriate steps are performed to correct the information.

### **iProfile**

In order to manage the personal information and CVs of candidates that we receive, we use the services of iProfile Pty Ltd, trading as iProfile. We are an iProfile Compatible Organisation;

An iProfile Compatible Organisation means an organisation that has been granted a licence by iProfile to use its products and services;

We also collect candidate's personal information for the purpose of creating an iProfile for the candidate. Occasionally, in addition to the parties set out in this Privacy Policy above, we may also collect a candidate's personal information from iProfile in order to obtain a candidate's most current information;

We may also disclose the candidate's personal information to iProfile for the purpose of creating an iProfile or for the purpose of updating or managing a candidate's iProfile;

The candidate's personal information contained in the iProfile may also be shared with other iProfile Compatible Organisations that the candidate has previously provided his/her details to; and By providing its personal information to us, to iProfile, or to any other iProfile Compatible Organisation, the candidate consents to the collection, use and disclosure of its personal information in this manner.

### **Changes to the Policy**

By visiting the Ivory Group website, you are agreeing to the practices described within this Privacy Policy. If for any reason you do not agree with this Privacy Policy, you should stop using this website immediately.

As the content of this website continually develops, this Privacy Policy may be changed or updated. It is recommended that you check this Privacy Policy regularly to ensure you are aware of any changes that occur. We reserve the right to amend this Privacy Policy and update our website accordingly at any time.

### **Contact Us**

If you have any questions regarding any of the information in this Privacy Policy, you may contact us on (02) 9231 4999, or via [enquiries@ivorygroup.com.au](mailto:enquiries@ivorygroup.com.au).