

PRIVACY POLICY

INTRODUCTION

Fusion Careers is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We manage personal information in accordance with the Privacy Act 1988 and [Australian Privacy Principles](#) to govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

You can review our Collection Statement [here](#).

1. Type of Personal Information collected

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect includes names, addresses, email addresses, phone numbers and your resume.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.fusioncareers.com.au, from media and publications, from other publicly available sources and from third parties. We don't guarantee website links.

2. How your Personal Information is used

The primary purpose of providing your Personal Information is for recruitment and job placement services information to provide to our clients.

We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing via email to info@fusioncareers.com.au

When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

We may disclose your personal information where we are under a legal duty to do so.

Disclosure will usually be:

- internally and to our related entities
- to our Clients
- to Referees for suitability and screening purposes.
- to our contracted service providers, insurers, professional advisors and others with a proper interest in receiving your personal information for a lawful related purpose

2.1 Related Purpose Disclosures

We may outsource a number of services to contracted service suppliers (CSPs) from time to time. Our CSPs may see some of your personal information. Typically, our CSPs would include:

- Software solutions providers;
- I.T. contractors, database designers and Internet service suppliers;
- Legal and other professional advisors;
- Insurance brokers, loss assessors and underwriters;
- Superannuation fund managers;
- Background checking and screening agents;
- External payroll provider

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 a job notification board;
- make a written online enquiry or email us through our website;
- submit a resume by email or through our website;
- use web-based application and placement management apps to submit identification documents, receive job offers, undertake inductions, or upload time sheets etc.

3. How your Personal Information is held

Personal Information is held in Fusion Careers secure Information Record System. Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

In the event of a data breach, we would respond by measures appropriate to the nature and seriousness of the breach and the size and resources of our organisation taken in accordance with the [four steps](#) set out in the OAIC's data breach notification guidance and advice.

4. Personal Information Access & Correction

Subject to some exceptions set out in privacy law, you can gain access to your personal information that we hold.

Important exceptions include:

- Evaluative opinion material obtained confidentially in the course of our performing reference checks; and access that would impact on the privacy rights of other people.

In many cases evaluative material contained in references that we obtain will be collected under obligations of confidentiality that the person who gave us that information is entitled to expect will be observed. We do refuse access if it would breach confidentiality.

4.1 Access

If you wish to obtain access to your personal information you should contact [our Privacy Co-ordinator](#). You will need to be in a position to verify your identity before we will release the requested information.

4.2 Correction

If you find that personal information that we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, you can ask us to correct it by contacting us.

We will take such steps as are reasonable in the circumstances to correct that information to ensure that, having regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not misleading.

If we have disclosed personal information about you that is inaccurate, out of date, incomplete, irrelevant or misleading, you can ask us to notify the third parties to whom we made the disclosure and we will take such steps (if any) as are reasonable in the circumstances to give that notification unless it is impracticable or unlawful to do so.

5. Policy Updates

This Policy may change from time to time and is available on our website.

6. Privacy Policy Complaints and Enquiries

You have a right to complain about our handling of your personal information if you believe that we have interfered with your privacy.

If you are making a complaint about our handling of your personal information, it should first be made to us in writing.

You can make complaints about our handling of your personal information to our Privacy Co-ordinator, whose contact details:

Tracey Anderson
tracey@fusioncareers.com.au
[02 8852 2002](tel:0288522002)

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