

Privacy Policy - Candidates

General information about your privacy

UltimateSkills values your privacy. We are committed to respecting your right to privacy and protecting your personal information and are bound in Australia by the Privacy Act 1988 as well as other applicable State and Commonwealth laws and codes affecting your personal information.

This Privacy Policy outlines how we manage, collect, use and disclose your personal information. Our Privacy Policy applies to all your dealings with UltimateSkills.

Tracking Technology

Some of our web pages may utilise Cookies and other tracking technologies to allow us to improve our web based services. A cookie is a piece of data stored on the user's computer tied to information about the user. Usage of a cookie is in no way linked to any personally identifiable information while on our site. You may wish to control cookies as most internet browsers allow you to do so. This control includes whether or not to accept them and how to remove them.

Tracking technologies may record information such as Internet domain and host names; Internet protocol (IP) addresses; browser software and operating system types; click stream patterns; and dates and times that our website is accessed. We may also analyse information that does not contain personal information for trends and statistics.

UltimateSkills may include links to external websites within our web pages. Those other websites are not subject to our privacy standards, policies and procedures. You will need to review those websites directly to ascertain their privacy practices.

Protecting your personal information

UltimateSkills uses paper and electronic formats to store your personal information. The security of your personal information is important and we take reasonable steps to protect it from loss, misuse and unauthorised access, modification or disclosure. Some of the ways we do this are:

- confidentiality requirements for our employees
- document storage security policies
- security measures for systems access
- providing a discreet environment for confidential discussions
- access control for our buildings



Collecting your personal information

In accordance with our commitment to protecting the privacy of all clients and candidates we want to provide a safe and secure service to all who come in contact with us. We will use our best efforts to ensure that any information provided to us will remain private unless otherwise agreed and the information will only be used for the purpose for which it was supplied to us.

Disposal of Retained Information

At your request, all information held about you at UltimateSkills will be completely destroyed. In cases where information is held electronically, it will be deleted and in cases where hard copy information is retained it will be disposed of by either secure shredding or a secure document disposal service provided by an authorised document security contractor.

Candidate privacy

When applying on this website as a job seeker, you will supply personal information to UltimateSkills for the purpose of connecting you with a potential employer. Upon supplying these details, you consent for this information to be stored in our candidate database and be used in support for an application to a potential employer. We may communicate with you using the contact details you have provided in your application.

From time to time, UltimateSkills may require you to attend an interview for assessment relating to a potential employment opportunity. At the interview, you may be required to complete a number of questionnaires, theoretical and practical tests to help identify your knowledge, experience, skills and personality style. Information obtained during the interview and testing process will be recorded in the candidate database for use by UltimateSkills and may be supplied to a potential employer.

Personal Information

Personal information is any information or an opinion (whether true or false) about you. UltimateSkills collects a variety of personal information from you in order to process you for potential employment opportunities. Personal information includes your address, work experience, qualifications, test results as well as the opinions of others about your work performance. Personal information may also include sensitive information.

UltimateSkills may also provide you with information through newsletters or marketing information about company activities. Your private information will only be held by UltimateSkills and at any stage, you may choose to 'unsubscribe' or 'opt-out' of receiving this information.



Sensitive information

Sensitive information is a special category of personal information, being information about your:

- racial or ethnic origin;
- political opinion;
- membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- membership of a professional or trade association or membership of a trade union;
- sexual preferences or practices;
- criminal record;
- health or disability (at any time);
- expressed wishes about the future provision of health services.

In accordance with other laws such as Anti-Discrimination, sensitive information will only be required (for example health information or information about your racial or ethnic origin or any criminal record), if in our view it is absolutely required for the position you are applying for or it is required to complete the application forms for your Visa or other immigration documentation. Sensitive information can, in most cases, only be disclosed with your consent.

Your personal and sensitive information may only be disclosed to...

- potential and actual employers and clients of UltimateSkills;
- referees;
- our insurers;
- a Workers Compensation body;
- our contractors, suppliers, sub-contractors and vendors whom perform services on our behalf;
- any person with a lawful entitlement to obtain the information.

Keeping your personal information accurate and up-to-date

We aim to make sure that the personal information we collect, use or disclose is accurate, complete and up-to-date. We will take reasonable steps to make sure this is the case. This way UltimateSkills can provide you with better service.

If you would like to update your personal information, please email: enquiries@ultimateskillsglobal.com .