



Privacy Policy – Employers

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.

Employers Privacy

By registering on this website as an employer, you will be supplying company information to UltimateSkills for the purposes of contacting you to organise a recruitment agreement. Upon supplying these details, you consent to be contacted by an UltimateSkills representative to discuss the supply of recruitment services and you also consent for this information to be stored in our employer database.

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.

Company Information

Company information is any information or an opinion (whether true or false) about you. UltimateSkills collects a variety of information about you and your company in order to find the right candidates for your job vacancies. Personal information includes your work address, work requirements, testing requirements as well as the names of your company employees.

Your personal information may only be disclosed to...

- 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.

If you would like to update your personal information, please email:

enquiries@ultimateskillsglobal.com

A large, faded version of the UltimateSkills logo watermark is visible in the bottom-left corner of the page.

www.ultimateskillsglobal.com
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