



PRIVACY POLICY

The purpose of this Policy

The Privacy Act and the Australian Privacy Principles (**APPs**) regulate the collection, use and disclosure of *personal information*. GetSelected has adopted an approach consistent with the Act and Principles in relation to collecting, using, disclosing and protecting *personal information*.

We reserve the right to review, and if necessary, change this Privacy Policy and any changes will be posted on our Website.

Scope

This Privacy Policy governs all *personal information* collected by and provided to us and must be adhered to by all persons who access, use, process, control or otherwise deal with *personal information* on our behalf. This policy applies to employees, independent contractors, clients, and other individuals who provide us with their *personal information*.

Why do we collect *personal information*?

Our Primary Purpose for collecting *personal information* from you is to deliver the services that you request:

In addition to the Primary Purpose, we may use the *personal information* we collect and you consent to us using your *personal information* to:

- provide you with news about any relevant services;
- communicate with you, including by SMS, email, telephone Skype and mail;
- manage and enhance products or your experience on our Website and domains;
- verify your identity;
- investigate any complaints about, or made by, you or if we have reason to suspect you have breached any relevant terms and conditions; and
- disclose as required or permitted by any law.

Unless otherwise provided by law, we will not collect, hold, use or disclose *sensitive information* without your consent.

What *personal information* do we collect?

The nature and extent of *personal information* we collect varies depending on your particular interaction with us and the nature of our functions and activities.

Personal information that we commonly collect from you would include (but is not limited to):

- your name, position, date of birth;
- your address, email address, telephone numbers, gender
- business references, details about your business, Australian Business Number;
- nature of products or services being sought for the purposes of fulfilment;
- fees; and
- your occupation, career, educational and training history and references.

We also collect information that is not *personal information*, such as data relating to your activity on our Website.

If you feel that the *personal information* that we are requesting at any point is not information that you wish to provide, please feel free to raise this with us.

How do we collect *personal information*?

Generally, *personal information* is collected by us from a variety of sources, including when dealing with clients and prospective clients, when dealing with individuals and undertaking marketing initiatives.

For example, we may collect *personal information* from you in the following circumstances:

- when you are dealing with your GetSelected contact,
- when you deal with us as an independent contractor; or
- when you apply for a job with us

Personal information may be provided by you using our Website or by telephone, business cards, contracts, applications, resumes, profiles, SMS's, mail, email, Skype, face-to-face or in writing, whether verbally, in hardcopy or electronic format.

Where possible, we collect your *personal information* directly from you. In some circumstances we may obtain *personal information* from a third party or third party provided data, text or document in hardcopy or electronic format.

If you provide *personal information* about another person to us, we require that you:

- inform that person you have done so and provide them with a copy of this policy; and
- confirm to us that you have that person's consent to provide such information for the purpose specified.

If we receive unsolicited *personal information* about you that we could not have collected in accordance with this Privacy Policy and the Privacy Act, we will within a reasonable period, destroy or de-identify such information received.

Website and Google analytics

Information we collect may include:

- the Internet Protocol address and a component of the domain name used (e.g. .com.au);
- the type of browser and operating system you used;
- the date and time you visited our Website;

- the web pages or services you accessed at our Website;
- the time spent on individual pages and our Website overall;
- which files you downloaded; and
- information about your computer and Internet connections using cookies.

We use demographic and interest reports to obtain a more detailed understanding of our Website users and their potential needs. We do not collect *personal information* by such methods; only aggregate data is used for planning purposes.

How do we use your *personal information*?

We will only use and disclose your *personal information*:

- for purposes which are related to the Primary Purpose; or
- if we otherwise get your consent to do so,
- in accordance with this Privacy Policy and the Privacy Act.

We will not use your *personal information* for any purpose for which you would not reasonably expect us to use your *personal information*. Additionally, we will not disclose your *sensitive information* without your consent, unless there is a need to disclose such information in accordance with the Privacy Act or to comply with any other regulatory requirement.

We will only use or disclose your *personal information* for the purposes of direct marketing if:

- we collected the information from you;
- it is reasonable in the circumstances to expect that we would use or disclose the information for direct marketing purposes;
- we provide you with a simple means to 'opt-out' of direct marketing communications from us; and
- you have not elected to 'opt-out' from receiving such direct marketing communications from us.

You may opt out of receiving such communications by: emailing penny.perkins@getselected.com.au

When do we disclose your *personal information*?

For the purposes referred to above in this Privacy Policy, you acknowledge and agree that we may disclose *personal information* and you consent to us disclosing such *personal information* to:

- persons authorised by you to receive information held by us; and
- any persons as required or permitted by any law.

Access to your *personal information*

If you require access to your *personal information*, please contact our Privacy Contact Officer penny.perkins@getselected.com.au. You are required to put your request in writing and provide proof of your identity.

If you make a request for access to *personal information*, we will:

- respond to your request within a reasonable period; and
- if reasonable and practicable, give access to the information in the manner requested.

Integrity of your *personal information*

We will take reasonable steps to protect *personal information* from:

- misuse, interference and loss; and
- unauthorised access, modification or disclosure.

You acknowledge that the security of communications sent by electronic means or by post cannot be guaranteed. We cannot accept responsibility for misuse, loss or unauthorised access to your *personal information* where the security of information is not within our control. If you suspect any misuse or loss of your *personal information* please contact us immediately.

We will take reasonable steps to destroy or de-identify any *personal information* held by us if we no longer need to hold the information for the purpose it was collected and we are not otherwise required by law to retain the information.

Complaints

If you have a complaint about how we collect, use, disclose, manage or protect your *personal information*, or otherwise consider there may be a breach of the Privacy Act or the APPs, please contact us in writing.

We treat all complaints seriously and intend to resolve your complaint within a reasonable timeframe, usually 30 days or otherwise as soon as practicable. However, in some complex cases, resolution may take longer.

You are free to lodge a complaint directly with the Office of the Australian Information Commissioner (**OAIC**) online, by mail, fax or email. For more information please visit the OAIC website at <http://www.oaic.gov.au/privacy/making-a-privacy-complaint>.

Contact

Please forward all correspondence in respect of this Privacy Policy to the Privacy Officer, who can be contacted by mail, phone or email as follows:

GetSelected
PO Box 153,
Crows Nest NSW 1585
Australia

E: penny.perkins@getselected.com.au

P: 0411 541 542