

B A L A N C E
RECRUITMENT

PRIVACY POLICY



YOUR PRIVACY

At Balance Recruitment, we are committed to protecting your privacy in all interactions with you. We use the information we collect to maximize the services that we provide to you. Balance Recruitment respects the privacy and confidentiality of the information that you supply to us, and adheres to the national privacy principles established pursuant to the Privacy Act 1988 (Commonwealth). Please read our separate Privacy Policy below carefully.

You may change your details at any time by advising us in writing via email to contactus@balancerecruitment.com.au. All information Balance Recruitment receives from its customers is protected under the provisions of our Security Policy. Furthermore, all customer data collected is secured against unauthorized use or access.

STORAGE AND SECURITY OF YOUR INFORMATION

We receive and store information you enter on our website or give us in any other way from time to time. You may provide basic contact information such as your name, phone number, address, and email address to enable us to send information or provide us with a full resume to apply for a job. We may also collect additional information at other times, including but not limited to: email correspondence, interview notes including salary details when you provide feedback, change of contact details, respond to a survey, or communicate with Balance Recruitment in any way.

We may use personal information collected from you for the purpose of providing you with direct marketing material and information in the form of a newsletter or survey. However if you wish to cease receiving any such information you may let us know either by email or mail and your request will be actioned as soon as possible.

Individual profile and company details are not used for any other purpose. Details are only supplied to a third party supplier when it is required by law, for goods or services which you have purchased or to protect Balance Recruitment copyright, trademarks and other legal rights.

We respect the privacy of our online visitors. We may collect information on or through our website that can personally identify you.

For example, we collect personally identifiable information which you volunteer to us when you apply for a job, ask questions or provide comments about us and our services, and to mail e-newsletters (“Personal Data”).

We will use reasonable means to protect the confidentiality of your Personal Data while in our possession or control. We will not knowingly share any of your Personal Data with any third party other than our service providers who assist us in providing the information and/or services we are providing to you. To the extent that we do share your personal information with a service provider, we would only do so if that party has agreed to comply with our privacy standards as described in this privacy policy.

Any non-personal information, communications and material you send to this website or to us by email, or which we obtain from third parties without promises of confidentiality, may be kept, used and disclosed by us on a non-confidential basis. We are free to use and reproduce any such information freely, and for any purpose whatsoever. Specifically, we will be free to use any ideas, concepts, know-how or techniques contained in such information for any purpose, including developing, manufacturing or marketing products.

We use Google and/or other third-party service providers to serve ads on our behalf across the Internet and sometimes on this website. They may collect anonymous information about your visits to our website (not including your name, address, email address or telephone number), and your interaction with our products and services. They may also use information about your visits to this and other websites to target advertisements for goods and services in order to provide more relevant advertisements about goods and services of interest to you.

DISCLOSURE OF YOUR INFORMATION

We may from time to time need to disclose certain information, which may include your Personal Data, to comply with a legal requirement, such as a law, regulation, court order, and subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request. Also, Balance Recruitment may use your Personal Data to protect the rights, property or safety of Balance Recruitment, its customers or third parties.

Finally, if there is a change of control in one of our businesses (whether by merger, sale, or otherwise), or a sale or transfer of its assets, customer information, which may include your Personal Data, could be disclosed to a potential purchaser under an agreement to maintain confidentiality, or could be sold or transferred as part of that transaction. And finally we would only disclose your information in good faith and where required by any of the above circumstances.

THIRD PARTIES

Balance Recruitment does not and will not sell or deal in personal or customer information. We will never disclose your personal details to a third party except the necessary information required by providers of products or services you have purchased or to protect the rights, property or safety of Balance Recruitment, its customers or third parties or if required by law.

We may however use in a general sense without any reference to your name, your information to create marketing statistics, identify user demands and to assist it in meeting customer needs generally. In addition, we may use the information that you provide to improve our website and services but not for any other use.

SECURITY

Balance Recruitment strives to ensure the security, integrity and privacy of personal information submitted to our website, and periodically updates its security measures in light of current technologies.

LINKS

This website contains links to other websites. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Balance Recruitment is not responsible for the privacy practices of such other websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

EMAIL COMMUNICATION

Balance Recruitment may also provide you with information and updates regarding our website and changes to the law from time to time. Balance Recruitment may also make you aware of their new and additional products and services from time to time. This service is free and you can unsubscribe at any time.

CHANGE IN PRIVACY POLICY

As we plan to ensure our privacy policy remains current, this policy is subject to change. We may modify this policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on this website. Please return periodically to review our privacy policy.

FURTHER INFORMATION

Any further information can be obtained from

Managing Directors

Paul Foster – pfoster@balrec.com.au

Simon Hogg – shogg@balrec.com.au

