



Privacy Policy

This privacy statement only covers information that Allana Spree and Associates collects as part of its recruitment process.

Allana Spree and Associates are committed to protecting your privacy. Allana Spree and Associates is bound by the Privacy Act 1988 (Cth) ("Privacy Act"), which sets out a number of principles concerning the protection of your personal information.

Set out below is information that Allana Spree and Associates is required to communicate to individuals in connection with applications for employment through our organisation. This statement may be amended by us from time to time. This statement operates in conjunction with the Privacy Act and other relevant laws.

Your personal information

This statement relates to Candidates' personal information collected by any means for the purpose of Allana Spree and Associates' recruitment processes.

If this information is not provided, Allana Spree and Associates will, or may, be unable to progress a Candidate's application for employment or to consider a Candidate for future employment opportunities.

Generally, the personal information collected may include the information placed in a job application or resume, for example, the Candidate's name, mailing address, telephone number, e-mail address, career history, criminal history, eligibility to work in Australia, educational qualifications, written references, details of any competency tests and/or other career-related information.

All information collected will be used and disclosed by Allana Spree and Associates only as outlined in this document. Allana Spree and Associates takes reasonable steps to ensure that Candidates' personal information is held securely.



How we collect personal information

It is Allana Spree and Associates' usual practice to collect personal information about Candidates:

- directly from Candidates, for example, where a Candidate provides information by applying to a printed or online job advertisement or by submitting information through the Allana Spree and Associates' website; and/or
- where relevant and with the Candidate's consent, from third parties, with a Candidate's consent. For example, Allana Spree and Associates may seek to collect information about a Candidate's
 - prior employment history, by way of reference checks;
 - eligibility to work in Australia, by way of a visa status check; and/or
 - educational qualifications, by way of requesting confirmation of qualifications or results from an academic institution.

If Allana Spree and Associates does not have a Candidate's prior consent for the collection of information from a third party, Allana Spree and Associates will take reasonable steps to inform the Candidate that it has collected personal information from a third party and safely destroy the information if requested to do so.

How we use your personal information

Candidates' personal information may be used in order to:

- assess the Candidate's application for advertised positions;
- invite Candidates to apply for future positions of interest through Allana Spree and Associates
- conduct statistical reporting and analysis in relation to recruitment conducted by Allana Spree and Associates

Unless authorised by the Privacy Act, Candidates' personal information will not be used for any other purpose without a Candidate's consent.

When we may disclose your personal information

Unless authorised by the Privacy Act or another law, Candidates' personal information will not be otherwise disclosed for any other purpose without a Candidate's consent.



Help us to ensure we hold accurate information

Allana Spree and Associates will endeavour at all times to maintain an accurate record of each Candidate's personal information.

To assist us in this regard and help maximise opportunities with Allana Spree and Associates, it is important that Candidates ensure that all personal information they have provided is accurate and up to date and notify Allana Spree and Associates of changes where appropriate.

Candidates can access their personal information

Candidates may request access to information that Allana Spree and Associates holds about them by contacting the Recruitment Manager at recruitment@allanaspree.com.au. If the information is incorrect, Candidates may request that Allana Spree and Associates amend our records by contacting recruitment@allanaspree.com.au and Allana Spree and Associates will take reasonable steps to do so.

How to contact us

If you have any questions in relation to this Privacy Statement, please contact recruitment@allanaspree.com.au