

Recruitment Privacy Policy

HumanKapital is committed to safeguarding the privacy of our clients, customers, employees, contractors, and other individuals, in compliance with the National Privacy Principles.

For the purposes of assessing and managing your application for employment, HumanKapital may:

- Collect and use personal information about you; and
- Need to obtain such information from, or disclose such information to, other persons involved in the selection process.

Wherever possible, we will collect this information directly from you, unless it is unreasonable or impractical to do so.

We do this in ways including:

- By way of dealing with you in person.
- Over the telephone.
- Through our Services (including details entered upon registration for use of the Services or use of any of the template documents) or email server.

We may also collect personal information from a third party where you have consented to the personal information being provided by the third party.

Your personal information will not be used for any other purpose than to assess and manage your application.

You do not have to provide personal information or consent to such information being collected. However, to the extent that we do not have sufficient information to make an informed decision in relation to your application, this may adversely impact the success of your application.

We will only retain the personal information for the period in which we require it. We may retain this information if we determine that you may be suitable for a future position, however, in most cases we will dispose of your personal information at the conclusion of the recruitment process. In any circumstance, if you do not want us to retain this information, we will dispose of it.

You have the right to access information we hold about you once the selection process has been concluded (an administrative charge may need to apply in some cases), and to have that information corrected if it is inaccurate. Please email admin@humankapital.com.au.

You should read this statement in conjunction with the HumanKapital Privacy Policy.