

## **Candidate Privacy Collection Notice**

**Prima Facie Legal Talent Acquisition Pty Ltd** ("Prima Facie", "we", "our", or "us") is committed to protecting your privacy and handling your personal information in accordance with the **Privacy Act 1988 (Cth)**, including the **Australian Privacy Principles (APPs)**.

### **Collection of Personal Information**

We collect personal information that is reasonably necessary for the purposes of recruitment, employment placement, talent acquisition, and related services.

The personal information we collect may include:

- Name and contact details
- Curriculum Vitae (CV) and employment history
- Educational qualifications and professional memberships
- Referee details and reference information
- Salary, remuneration and employment preferences
- Working rights and visa information
- Interview notes and assessment information
- Any other information you voluntarily provide to us

We generally collect personal information directly from you. We may also collect information from publicly available sources, professional networking platforms (including LinkedIn), referees, former employers, educational institutions, and other third parties where permitted by law.

### **Purpose of Collection**

Your personal information may be collected, used and disclosed for the following purposes:

- Assessing your suitability for employment opportunities
- Introducing you to prospective employers or clients
- Managing recruitment and placement processes
- Conducting reference and background checks (with your consent where required)
- Maintaining candidate records and recruitment databases
- Communicating with you regarding employment opportunities and market updates
- Complying with legal and regulatory obligations

### **Disclosure of Personal Information**

We may disclose your personal information to:

- Current and prospective employers or clients
- Referees and professional advisors

- Service providers who assist us in operating our business
- Government agencies, regulators, courts or tribunals where required by law

We will not submit your CV, resume or personal profile to a client for consideration without first obtaining your consent, unless otherwise authorised by law.

### **Overseas Disclosure**

Some service providers used by Prima Facie may store data on servers located outside Australia. Where personal information is disclosed overseas, we will take reasonable steps to ensure such information is handled in accordance with the requirements of the Privacy Act 1988 (Cth).

### **Storage and Security**

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. Personal information may be stored electronically and/or in physical records and retained for as long as reasonably necessary for recruitment and legal compliance purposes.

### **Access and Correction**

You may request access to, or correction of, your personal information held by us in accordance with the Australian Privacy Principles.

Requests should be directed to:

#### **Privacy Officer**

Prima Facie Legal Talent Acquisition Pty Ltd

Email: [jhouston@primafacietalent.com.au](mailto:jhouston@primafacietalent.com.au)

### **Complaints**

If you believe we have breached the Privacy Act 1988 (Cth) or the Australian Privacy Principles, please contact us in writing so we can investigate your concerns.

If you are not satisfied with our response, you may lodge a complaint with the:

Office of the Australian Information Commissioner (OAIC)

### **Consent**

By providing your personal information to Prima Facie Legal Talent Acquisition Pty Ltd, you acknowledge that you have read and understood this Privacy Collection Notice and consent to the collection, use, storage and disclosure of your personal information for the purposes described above.