

PRIVACY POLICY

NetYourJob (we, us) is the trading name of NetYourJob Australia Pty Ltd, ABN 48 630 523 858.

We are a recruitment company that undertakes recruitment services on behalf of employers, including advertising job vacancies, and processing applications from candidates for those jobs.

CANDIDATES

Applications that we process may come from external jobsites including (but not limited to) Adzuna, CareerOne, Jora, Seek, and WorkforceAustralia. We have no control over your interactions with such external jobsites, or the data they hold. Your interactions with any external jobsites are subject to their privacy policies.

We provide candidate application forms for the jobs we advertise via our website NetYourJob.com.au

We do not utilise cookies to collect candidate information on our websites, however standard Google cookies may be present to collect visitor statistics. If you turn off cookies in your browser it will not affect the functions of our websites.

The only candidate information we collect is the information that candidates provide, including application forms, CVs, cover letters, and interviews. When providing this information to us, candidates agree that it may be forwarded to the employer whose job the candidate has applied for. We do not forward candidate information to any employer other than the specific employer whose job the candidate has applied for.

We only retain CVs and cover letters for a maximum of 12 months, after that time, these are permanently deleted. Other candidate information may be retained indefinitely to provide audit trails of application processes and for statistical purposes. If potential migrants or visa holders are considered for vacancies, documents may be retained for up to 7 years.

We do not sell, share or otherwise provide candidate information to any third parties such as advertisers, media, social media, or data collection agencies.

We do not knowingly collect personal information from children or young people. If you have reason to believe that a child or young person has provided personal information to us, please contact us and we will endeavour to delete that information.

We keep candidates' personal and application details secure via industry-standard information technology including (but not limited to) secure databases, encryption, and firewalls.

EMPLOYERS

Employers engage NetYourJob to undertake recruitment services under our terms of business, including our confidentiality clause referencing the Privacy Act. Details are found on our invoices and statements and will be provided to employers by email on request.

ACCESS TO YOUR PERSONAL INFORMATION

Candidates and employers are entitled to know the personal information we hold about you. You can email us at info@netyourjob.com.au to apply to know your personal information we hold. We will undertake rigorous identity checks before revealing this information. If your personal information is held in a way that we can readily access, we will provide you with a copy on request within 7 days, or advise you the reasons for delays, or our inability to provide the information. For personal information that an employer holds about you, it will be necessary to contact the employer directly.

CORRECTIONS

If you believe the personal information we hold about you is incorrect, you can email us at info@netyourjob.com.au. We will either correct the information or ensure a statement about your request is added to the information.

COMPLAINTS

If you believe we have breached our obligations under The Privacy Act 1988, please contact our privacy officer at info@netyourjob.com.au

We may ask you to send a detailed complaint in writing. We aim to resolve complaints in a reasonable time, usually within 30 days. If you are not satisfied with our response to your complaint, you may lodge a complaint with the Office of the Australian Information Commissioner via <https://www.oaic.gov.au/privacy/privacy-complaints>