



PRIVACY POLICY

Middleton & Associates Pty Ltd (“**M&A**”) respects your privacy. We have developed our own privacy principles which embody the National Privacy Principles in the Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000 (“**Privacy legislation**”).

The nature of our business requires us to collect your personal information and disclose it to third parties. We strive to achieve the highest level of professional service, and will deal with your personal information in accordance with the Privacy Legislation. By registering personal details with M&A, you agree to accept the work practices set out in this Policy.

Collecting your information

We collect personal information from you in the normal course of providing our services. The information we collect may include but not be limited to your name, contact details, employer details, prospective employers’ details and job descriptions, referee details, resumes and rates of pay. Generally, if appropriate, we will tell you why we are collecting personal information and how we plan to use it, or these things will be obvious when we collect the information.

Should you decide not to provide the information requested, it will seriously hinder our ability to assist you in providing our services. M&A reserves the right not to proceed with providing services to you if we have insufficient information.

Using and disclosing your information

We use your information to provide and market our services to you and to enhance and develop our relationship with you. We may share your information with other third parties in the course of providing our services to you. Consent is given for M&A to use and disclose information in writing, by facsimile, verbally or in electronic format to third parties.

Data quality

M&A will use its best endeavours to keep up to date complete and accurate personal information. Information will be held on file for marketing purposes indefinitely. M&A will contact you periodically to update personal information, but you are requested to update your information with us in a timely way so we can continue to provide you with our services.

Data security

M&A has put in place extensive security policies and processes, including IT systems, to minimise the risk of unauthorised access, modification or disclosure. Personal information will only be changed, accessed or disclosed by M&A employees or authorised third parties.

Access to personal information

You are entitled to inspect copies of your personal records, provided you seek such access in writing at least 7 days prior to your intention to inspect. Any corrections or updates will be made within a further 7 days.

Identifiers

M&A will not use adopt or disclose a government or government agency identifier without your permission except in relation to the payment of salaries or fees.

Anonymity

Wherever practically possible, M&A will use information anonymously.

International transfer of information

Due to the global nature of M&A’s business, information may be disclosed to third parties outside Australia. M&A makes every effort to ensure that the personal information is protected to a level equal to this Policy. You give permission to disclose information to third parties outside Australia in relation to the services.

Sensitive Information

M&A only collects sensitive information for the purposes of providing the services. You hereby consent to the use of this information for these purposes.