

## **ASAP Recruit Pty Ltd's Privacy Statement**

ASAP Recruit Pty Ltd maintains and manages a Website & an online Recruitment Data Management System.

ASAP Recruit's Privacy Statement has been created because we recognize the rights of our users to keep personal information private. This statement discloses our information gathering and dissemination practices for all sites managed by ASAP Recruit. Our Subscribers, the advertisers, have also agreed within their Subscription Service Agreement to maintain these codes of practice when handling people's personal information.

ASAP Recruit may change this policy from time to time by updating this webpage. You should regularly check this page to ensure that you are happy with any changes. This current policy is effective from 1st January 2009.

### **Trans-border data flows**

If you choose to provide us with your Personal Information on the web, we may transfer that information within ASAP Recruit or to ASAP Recruit's third-party service providers, across borders, and from your country or jurisdiction to other countries or jurisdictions around the world.

ASAP Recruit strives to comply with all applicable laws around the globe that are designed to protect your privacy. Although legal requirements may vary from country to country ASAP Recruit intends to adhere to the principles set forth in this Online Privacy Statement even if, in connection with the above, we transfer your Personal Information from your country to countries (e.g. a contractor located in another country who provides us with services) that may not require an "adequate" level of protection for your Personal Information. Our goal is to provide protection for your Personal Information no matter where that Personal Information is collected, transferred, or retained.

### **What we collect**

We require Subscribers who register to use the service offered by ASAP Recruit to give us contact information, such as their name, company name, address, phone number, and e-mail address, and billing information, such as billing name and address, and the number of users within the organization that will be using the Service. ASAP Recruit uses the collected information to set up the required Service for individuals and their organization. We may also use the information to contact Subscribers to further discuss customer interest in our company, the Service that we provide, and to send information regarding our company or partners, such as promotions and events.

All billing information we collect through the site is used solely to bill for agreed Services. Billing information is not used by ASAP Recruit for marketing or promotional purposes. ASAP Recruit uses a third-party intermediary to manage the credit card processing. This intermediary is not permitted to store, retain, or use the information provided, except for the sole purpose of credit card processing. Other third parties, such as content providers, may provide content on the Web Site but they are not permitted to collect any information nor does ASAP Recruit share any user information with these parties. Subscribers will be using the Service to host data and information ("Data"). ASAP Recruit will not review, share, distribute, print, or reference any such Data except as provided in the ASAP Recruit Subscription Service Agreement, or as may be required by law. Individual records may at times be viewed or accessed only for the purpose of resolving a problem, support issue, or suspected violation of the Subscription Service Agreement, or as may be required by law.

Subscribers are responsible for maintaining the confidentiality and security of their user registration and password.

ASAP Recruit may also collect certain information from Subscribers with a Subscription Service Agreement, such as Internet addresses. This information is logged to help diagnose technical problems, and to administer our Site in order to constantly improve the quality of the provided service.

### **ASAP Recruit Partners & Advertisers**

The use of your information by these third party sites is not within the control of ASAP Recruit and we cannot accept responsibility for the conduct of these companies. Advertisers who place job advertisements on ASAP Recruit are asked to comply with federal privacy policy as apply in your country with regard to their own information handling practices.

You may also directly contact the advertisers to request access to any personal information that you have sent as part of an application.

## **Collecting Applicant information**

An online application to a job advertisement on ASAP Recruit is a free and optional service that does not require registration. Job applications require applicants to complete mandatory fields (i.e. first name, last name, phone and email) so that the advertiser can identify and contact you. Applicant details are forwarded directly onto the third party advertiser. This information may also be disclosed to ASAP Recruit's service providers and contractors from time to time who assist us to deliver our products and Service.

By applying to a position advertised on ASAP Recruit you are requesting that ASAP Recruit pass the information to the Advertiser as a part of your application.

## **Storage & Security of Personal Information**

We are committed to ensuring that your information is secure. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. All resumes are stored on the ASAP Recruit system and only accessible by the organisation you applied for a job vacancy with. Our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by ASAP Recruit. However, ASAP Recruit will not be held responsible for events arising from unauthorized access of your personal information.

Our site has security measures in place to help protect against the loss, misuse, and alteration of the Data under our control. When our site is accessed Secure Socket Layer (SSL) technology protects information using both server authentication and data encryption to help ensure that Data is safe, secure, and available only to you. ASAP Recruit also implements an advanced security method based on dynamic data and encoded session identifications, and hosts the site in a secure server environment that uses sophisticated firewall and other advanced technology to prevent interference or access from outside intruders. Additionally, ASAP Recruit provides to each of its Subscribers unique user names and passwords that must be entered each time the Subscriber and its employee's logs on. These safeguards help prevent unauthorized access, maintain data accuracy, and ensure the appropriate use of Data.

You can also play an important role in keeping your personal information secure, by maintaining the confidentiality of any password and accounts used on the ASAP Recruit website. Please notify us immediately if there is any unauthorized use of your account by any other Internet user or any other breach of security.

## **Cookies and Other Tracking Technologies**

When you log on to ASAP Recruit, our Web server sends a cookie to your computer. A cookie is a small file asking for permission to be placed on your computer's hard drive. If you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. By remembering information about your preferences the web application can tailor its operations to your needs, likes and dislikes.

Cookies merely recognize your browser. They do not identify you personally.

There are two types of Cookies: session and persistent-based. Session cookies exist only during an online session. They disappear from your computer when you close your browser software or turn off your computer. Persistent cookies remain on your computer after you've closed your browser or turned off your computer. They include such information as a unique identifier for your browser.

We use traffic log cookies to identify which pages are being used. This helps us analyze data about webpage traffic and improve our website in order to tailor it to customer needs. The information in the log files include your IP (internet protocol) address, your ISP (internet service provider), the browser software you used to visit our site (such as Internet Explorer, Safari or Firefox) and operating system types; click stream patterns; and dates and times that our site is accessed., We only use this information for statistical analysis purposes and then the data is removed from the system.

By enabling us to monitor which pages you find useful and those you do not, cookies help us provide you with a better website. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

Importantly you can choose to accept or decline cookies.

Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website. If you choose to block or erase your cookies, you will need to re-enter your original user ID and password to gain access to certain parts of the Web site.

ASAP Recruit uses session cookies containing encrypted information to allow the system to uniquely identify you while you are logged in. This information allows ASAP Recruit to process your transactions and requests. Session cookies help us make sure you are who you say you are after you've logged in and are required in order to use the ASAP Recruit application.

ASAP Recruit uses persistent cookies, that only ASAP Recruit can read and use, to identify the fact that you are an ASAP Recruit customer or a visitor who has registered to receive certain types of content. We are especially careful about the security and confidentiality of the information stored in persistent cookies. For example, we do not store account numbers or passwords in persistent cookies. Users or visitors who disable their Web browsers' ability to accept cookies will be unable to use all aspects of our Service.

### **Links to other websites**

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this Online Privacy Statement. You should exercise caution and look at the privacy statement applicable to the website in question.

ASAP Recruit will take reasonable steps to ensure that these third-party service providers are obligated to protect Personal Information on ASAP Recruit's behalf.

ASAP Recruit does not intend to transfer Personal Information without your consent to third parties who are not bound to act on ASAP Recruit's behalf unless such transfer is legally required. Similarly, it is against ASAP Recruit's policy to sell Personal Information collected online without consent.

### **Our Commitment to Children's Privacy**

Protecting the privacy of the very young is especially important. As a minimum the system will only accept applications from people with an advised age of 18 years or over as a default. We never knowingly collect or maintain information at our website from those we actually know are underage, and no part of our website is structured to attract anyone underage. Under the terms of the Subscription Service Agreement, the Subscriber system administrator is responsible for setting and adjusting the age limits within the database for which records and information will be accepted. These must correspond with the federal requirements of the Subscribers domicile.

### **Feedback**

ASAP Recruit welcomes ideas and feedback about all aspects of the website. ASAP Recruit stores feedback that users send to us. This feedback will be used to administer and refine the Service and may be shared with ASAP Recruit partners either in aggregate form or with specific identifying characteristics removed. If you have reason to believe that ASAP Recruit has not adhered to this Privacy Statement, please contact us via email at the address provided below; and we will make all reasonable efforts to promptly determine and remedy the problem.

### **Contact us**

Should you have other questions or concerns about this Privacy Statement please enquire through our online help service at [privacy@ASAPRecruit.com.au](mailto:privacy@ASAPRecruit.com.au)