

Talent Way Privacy Policy

Effective Date: [Insert Date]

Last Updated: [Insert Date]

Talent Way Recruitment Agency (“Talent Way”, “we”, “our”, or “us”) is committed to protecting your privacy and handling your personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**. This Privacy Policy explains how we collect, use, store, and disclose your information when you engage with our recruitment services.

1. Information We Collect

We may collect and process the following types of personal information:

- **Candidate Information:** name, contact details, CV/resume, employment history, qualifications, skills, visa status, references.
- **Employer Information:** company details, contact details, recruitment needs, contracts, and communications.
- **Sensitive Information:** health data, background checks, or diversity-related information (only with your consent and where relevant to a role).
- **Website & Digital Data:** IP address, browsing behaviour, application activity, and cookies.

2. How We Collect Your Information

We collect personal information directly from you when you:

- Apply for jobs through our website or partner job boards.
- Register as a candidate or employer with Talent Way.
- Provide information during interviews, assessments, or reference checks.
- Communicate with us via email, phone, or social media.

- Use our website or digital platforms.

We may also collect information from third parties, such as:

- Referees provided by you.
- Publicly available sources (e.g., LinkedIn).
- Background check providers (with your consent).

3. How We Use Your Information

Your personal information may be used for purposes including:

- Matching candidates with suitable job opportunities.
- Providing recruitment, placement, and workforce solutions to employers.
- Conducting background and reference checks (with consent).
- Communicating job alerts, updates, and marketing relevant to your interests.
- Complying with legal and regulatory obligations.

4. Disclosure of Information

We may disclose your personal information to:

- Prospective employers or clients (with your consent).
- Third-party service providers (e.g., IT, payroll, compliance checks).
- Government agencies or regulators, where required by law.
- International clients or partners, if applying for overseas roles.

Where we disclose data overseas, we take reasonable steps to ensure your information is handled securely and in line with this Policy.

5. Storage & Security

We take reasonable steps to protect your personal information from misuse, loss, or unauthorised access. This includes secure IT systems, restricted access, and encryption where appropriate.

6. Your Rights

You have the right to:

- Access your personal information held by us.
- Request corrections to ensure accuracy.
- Withdraw consent for processing (where applicable).
- Opt-out of marketing communications at any time.

Requests can be made by contacting us (see details below).


7. Cookies & Website Tracking

Our website may use cookies and analytics tools to improve your browsing experience. You can disable cookies via your browser, though some website features may not function properly.

8. Contact Us

If you have questions, concerns, or wish to make a privacy complaint, please contact:

Talent Way Recruitment Agency

 Email: [Insert email]

 Phone: [Insert phone number]

 Address: [Insert office address]

We will respond to all privacy-related complaints promptly in accordance with the APPs.

✓ This draft is **website-ready** and compliant with Australian standards, while also covering international placements.

Would you like me to also create a **“Privacy Policy – Short Web Version”** (a simplified summary with key points) for quick reading, while linking to the full version in a downloadable PDF?

You said:

Please provide

ChatGPT said:

Perfect 👍 Here’s a **short-form Privacy Policy summary** for your website, designed to sit on the Privacy Policy page above a link to the full version (PDF or Word doc).

Privacy Policy – Summary

At **Talent Way Recruitment Agency**, we take your privacy seriously. We comply with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)** when handling your personal information.

What We Collect

- Candidate details (name, contact, CV, skills, visa status).
- Employer information (company details, recruitment needs).
- Sensitive information (only with consent, e.g., background checks).
- Website data (cookies, browsing behaviour).

How We Use Your Information

- To connect candidates with job opportunities.

- To provide recruitment and workforce solutions to employers.
- To complete background/reference checks (with consent).
- To send job alerts, updates, and recruitment insights.
- To meet legal and compliance obligations.

Who We Share With

- Employers and clients (with your consent).
- Third-party providers (IT, payroll, compliance checks).
- Government regulators when required by law.
- Overseas employers, if you apply for international roles.

Your Rights

- Access or correct your information.
- Withdraw consent (where applicable).
- Opt out of marketing communications anytime.

How We Protect Your Data


We use secure systems, restricted access, and encryption where possible to keep your data safe.

✉ For privacy enquiries: **[Insert email]**

☎ Call us: **[Insert phone number]**

📍 Visit us: **[Insert office address]**

📄 Read our full **[Privacy Policy PDF]** for complete details.

⚡ Suggestion: Place this summary on your **Privacy Policy webpage**, then provide a **download button** for the full version  Download the Privacy Policy PDF