



THE AMPLIO GROUP

THE AMPLIO GROUP
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PRIVACY POLICY OF THE AMPLIO GROUP

Your privacy is important to us

Your privacy is important to us. This statement outlines The Amplio Group's policy on how we manage the personal information we hold about our customers and others. It applies to all operations within The Amplio Group Pty Ltd in Australia and New Zealand, including visitors to our website.

It is the policy of The Amplio Group to respect the confidentiality of information and the privacy of individuals. The Amplio Group is bound by the National Privacy Principles contained in the Privacy Act 1988 (as amended) in Australia; and by the Information Privacy Principles contained in the Privacy Act 1993 in New Zealand.

The Amplio Group's Privacy Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by the most current version of The Amplio Group's Privacy Policy.

We will use our best efforts to ensure that the information you submit to us remains private, and is used only for the purpose you agree to. This document reflects our commitment to you.

The Amplio Group Privacy Policy is based on openness

We are committed to being open about how we use personal information.

Where our documents ask for personal information, we will generally state the purpose for its use and to whom it may be disclosed.

Type of personal information held by The Amplio Group

Personal information that we collect and hold usually falls into the following categories:

- Personal information submitted and obtained from each person seeking employment and other sources in connection with applications for work
- Work performance information
- Information about incidents in the workplace
- Staff information
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes
- Information obtained to assist in managing client and business relationships

Purposes for which we hold personal information

We primarily hold personal information for the following:

- Placement operations – to assist you in finding a suitable position
- Recruitment – career guidance and management
- Staff management – to enable consultants to better service your career requirements if are employed by The Amplio Group on a temporary or contract basis
- Training – to identify any training requirements
- Client and business relationship management – to ensure we are familiar with and fully understand your needs
- Marketing – to inform you of events, services and possible job opportunities

Sensitive Information (Australia only)

Sensitive information is a special category of personal information under the Australian Privacy Act 1988. It is information or opinion about you, including membership of a professional or trade association or membership of a trade union; criminal record; health or disability, etc.

As outlined in the Australian Privacy Act, sensitive information, can, in most cases, only be disclosed with your consent.

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose and in some cases we may only disclose information with your consent.

We do not disclose information about your personal information that you provide, such as your name, address, email address, telephone number etc, to any outside parties, except when we believe we are under a lawful duty of care to do so.

If the position you are applying for is in a country other than Australia or New Zealand, by submitting your application to us, you are agreeing to your personal details being forwarded to our offices, and possibly to employers, in that country.

Management of personal information

At The Amplio Group, we train our staff to respect the confidentiality of customer information and the privacy of individuals. The Amplio Group regards breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity.

The Amplio Group has appointed a Privacy Officer to ensure that our management of personal information is in accordance with this statement and the relevant Privacy Acts.

How do we store personal information?

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure computer storage facilities and paper-based files and other records, and take steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

How do we keep personal information accurate and up to date?

The Amplio Group endeavours to ensure that the personal information it holds is accurate and up to date. We realise that information changes frequently with changes of address and other personal circumstances. We generally update your customer information over the telephone. Please advise your consultant when your personal details change.

Inquiries and complaints

You can make further inquiries or complaints about our privacy policy to our Privacy Officer:

	Privacy Officer
	The Amplio Group
Phone	(02) 9955 0048
Fax	(02) 9955 0021
Email	info@ampliogroup.com.au
Post	Level 10, 15 Blue St North Sydney NSW 2060

If you are not satisfied with our response to your complaint you can contact the Office of the Federal Privacy Commissioner.

Access

Subject to some exceptions that are set out in both the Australian National Privacy Principles and the New Zealand information Privacy Principles you can gain access to the personal information that we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

Feedback

Please contact the Privacy officer to discuss any feedback or contact your recruitment consultant.
Changes to our Privacy Policy

If we make any changes to our Privacy Policy, we will post these changes on our website so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone. If, at any time, you have questions or concerns about our commitment to your privacy, please feel free to email our Privacy Officer at info@ampliogroup.com.au.