

# Privacy Policy



PROMISINGPOTENTIAL

Last updated: 7<sup>th</sup> April 2017

Thank you for visiting or contacting Promising Potential. We respect and take responsibility for and protection of the privacy of our clients. Our business operates <http://www.promisingpotential.com.au>. Promising Potential are open and transparent regarding our management of Personal Information. We strive for integrity of Personal Information, with information being accurate, up-to-date and complete. Both Directors are aware of the importance of confidentiality and access of Personal Information is restricted to them. This page informs you of our policy regarding the collection, holding, use and disclosure of Personal Information we receive from clients of this site and our services directly.

## Personal Information

If you contact Promising Potential via the site, email or phone, we will collect the information you nominate to provide including your preferred name, business name where relevant, profession, employment history where relevant, contact number, email address and services required. This information will then be used to contact, identify and provide the requested tailored services to you or your organisation. Promising Potential will only use or disclose the information provided in line with the agreed purpose. There is no need to provide sensitive or personal information outside of the scope of services being provided, as we use your information to provide the requested tailored services. Should unsolicited / sensitive information be received from you, this will be destroyed as soon as practical. By contacting Promising Potential via any source, you agree to the collection and use of this information in accordance with this policy.

Given Promising Potential services include sourcing of overseas applicants, necessary basic information will be provided to candidates (who may or may not be overseas) should the employer wish to proceed to the interview stage. Overseas applicants / recipients are likely to be from New Zealand, South Africa, Ireland and Canada.

Except for any unlawful activity or serious threats to health and safety, Promising Potential do not share Personal Information with other third parties without obtaining your permission. You may opt out of further contact from us at any time through unsubscribing to emails received or via phone contact.

## Log Data

Promising Potential, like many site operators, collect information that your browser sends whenever you visit our site ("Log Data"). This may include your computer's Internet Protocol ("IP") address, browser type, browser version, the pages of our site that you visit, the time and date of your visit, the time spent on those pages and other statistics. You will have the option of using this site without identifying yourself or revealing other Personal Information.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse website traffic data and webpage usage to Google. This does not identify individual users or associated IP addresses with any other data held by Google. By using this website, you consent to the processing of data about you by Google in the manner described in Google's Privacy Policy (external site) and for the purposes set out above. You can opt out of Google Analytics if you disable or refuse the cookie, disable JavaScript, or use the opt-out services provided by Google.

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Promising Potential also uses interfaces with social media sites such as Facebook, LinkedIn, and others. If you choose to "like" or "share" information from this website through these services, you should review the privacy policy of that service. If you are a member of a social media site, the interfaces may allow the social media site to connect your visits to this site with other Personal Information.

## Communications

Promising Potential may use your Personal Information to contact you with newsletters, promotional materials and other information identified as helpful and specific to the industry.

## Cookies

Cookies are files with small amount of text data, which may include an anonymous unique identifier which are sent to your browser and stored on your hard drive as a tool to remember your preferences. Cookies are an industry standard and most sites use them to collect information to improve the user experience on the site. You can disable cookies or enable notifications of when cookies are being sent. Where cookies are disabled, it may limit functionality of components of the site.

## Security

The security of your Personal Information is important to Promising Potential and all reasonable steps are taken to protect misuse, interference, loss, unauthorised access, modification or disclosure of information from occurring. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security. We understand that no method of transmission over the Internet or of electronic storage, is 100% secure. Promising Potential update and test our security technology on an ongoing basis to reduce any risk.

Promising Potential contains links to other websites. Please be aware that we are not responsible for the privacy practices of other sites and recommend you are aware of and read their privacy policy.

## Changes to This Privacy Policy

This Privacy Policy is effective as of 7<sup>th</sup> April 2017. This will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

Promising Potential reserves the right to update or change our Privacy Policy at any time and recommend you review this Privacy Policy periodically. Your continued use of the service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

## Active Privacy Laws

# Privacy Policy



PROMISINGPOTENTIAL

Promising Potential is bound by the provisions of the [Privacy Act 1988 \(Cth\)](#), and comply with the [Australian Privacy Principles](#). You can visit these websites external links for further information.

## Contact Us

If you have any questions or concerns regarding this Privacy Policy, please [contact us](#). This may include but is not limited to:

- Provision of the Privacy Policy in an alternate format.
- Access to Personal Information currently held by Promising Potential about the individual at no cost to the individual.
- Seek correction of any Personal Information held at no cost to the individual.
- Provide a complaint regarding any breach of the Australian Privacy Principles. Promising Potential will provide a response to any complaint within 14 working days. Should a longer time be required to resolve the complaint, Promising Potential will provide the expected timeframe for response.