

## RemiPeople Privacy Statement

We respect and value your right to privacy. We are committed to ensuring your personal information remains private and secure and is managed in accordance with our legal obligations.

This privacy statement applies to any personal information you disclose on RemiPeople including but not limited to,

- **Registered users**- users who register to use the RemiPeople online recruitment application
- **Online applicants**- applicants for a role who use the link provided to complete their online application
- **Interviewers**- who are invited by the registered user to conduct interviews with candidates
- **Subscribers** – website visitors who sign up for RemiPeople communications
- **Website visitors**- www.Remipeople.com website visitors

By providing us with your personal details you are agreeing to disclosing your personal information in the manner set out in the policy.

### Information we collect from how you use our service

RemiPeople collects information about your site visits including, which sections of the Site are most frequently visited, how often, and for how long. We also collect referral data, the source that referred you to us. In addition we collect technical data including your Internet protocol (IP) address, your login information, the type and version of browser you use, your local time, operating system and platform. This data is exclusively used as aggregated data which is anonymous and non-personal information. We collect this data to help us to provide you with the very best user experience, assist with support issues and monitor the overall use and performance of our site.

### Information that you share with us

We collect personal information such as your name and email address which provides you access to a range of RemiPeople services. Specifically,

- When you subscribe to RemiPeople you are agreeing to receive our communications such as our blog, newsletters and other information sources. We ask for your name and email address in order for you to receive these. You can at any time choose to opt out of such communications. Cancellations will be actioned as soon as practical.
- If you are an applicant completing an online assessment, in addition to your name and email,
  - We ask your gender, age, ethnicity and disability status. Providing this additional information is optional, and if you choose not to share this, it will not jeopardise your chances of employment. However we want you to know that this information is important because it provides data for employers about the demographics of the people applying during the recruitment process. By providing this data you can help Employers who can use this information achieve a more diverse workforce. The data you provide is always aggregated and used for informational, statistical and research purposes and cannot be traced back to you as an individual.
  - In addition you may be asked to provide the following details in order that the recruiter can assess your suitability and capability for the role. Not providing this information, falsifying this information or plagiarising may negatively affect your chances of employment in a role and with employers.
    - History of employment
    - Education and qualifications

- Your experiences and achievements
  - Questions relating to job knowledge, work skill, how you think and what kind of personality you have.
  - In order to apply for a role you will be required to upload your CV (also known as resume) and may be required to provide evidence of your role eligibility by uploading copies of your qualification transcript, Australian work rights visa, police checks and other pertinent information.
- This information along with your online application is forwarded directly to the recruiter. By completing this online application process you are requesting that RemiPeople provide the information to the relevant recruiter. Any questions you have related to the position advertised on RemiPeople, your online application and/or the status of your application should be directed to the recruiter, not to RemiPeople. Please refer to the recruiter's own privacy policy to understand how they plan to use the personal details contained within your application.
- A registered user of RemiPeople will be required, to provide at least some of the following personal details in order to access all the services provided by RemiPeople
    - Name, email address, password, company name & address, department name and phone number. In addition a registered user may need to provide the name and email addresses of additional recruiters and interviewers who will require access to RemiPeople to successfully complete the recruitment process.
    - Payments to RemiPeople, require your billing details, such as a name, address, email and financial information corresponding to your selected method of payment (e.g. a credit card number and expiration date or a bank account number). Payments are processed in partnership with a third party provider, Stripe Payments Australia Limited. Their privacy policy is available [here](#). Both we and Stripe comply with applicable PCI standards.
  - There may be instances where you share personal data which we may collect, analyse and publish, for example results of a customer survey. In the instances where we'd like to share this information and reveal its source and/or company eg posting a customer testimonial on our website, we would seek your prior approval.

## **We use cookies**

Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow it) that enables the site's or service provider's systems to recognise your browser and capture and remember certain information. For instance, we use cookies to help us remember the settings in your account if you have one.

They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

### **We use cookies to:**

- Understand and save user's preferences for future visits.
- Keep track of advertisements.
- Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser (like Internet Explorer) settings. Each browser is a little different, so look at your browser's Help menu to learn the correct way to modify your cookies.

If you disable cookies off, some RemiPeople features will be disabled, It may affect the users experience that make your site experience more efficient and some of our services will not function properly.

However, you can still place orders.

**We may also provide your information to:**

- RemiPeople contractors and service providers for the purpose of assisting us to deliver the products and services we offer to you,
- Researchers to continue to improve and enhance our services,
- Legal enforcement bodies should we receive a legal requirement or court order.

We act responsibly and take account of your interests when responding to any such requests.

**How long do we keep your personal information for?**

Your personal information is kept for as long as required to complete the recruitment process, conduct research and statistical analysis to manage and enhance our services and products and in accordance with statutory requirements.

**Information Disposal**

Where we deem information is no longer required, we will disposed it, in a secure manner and, where required by applicable law we will notify you when such information has been disposed of.

**How do we protect visitor information?**

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology.

We implement a variety of security measures when a user places an order enters, submits, or accesses their information.

All transactions are processed through a gateway provider and are not stored or processed on our servers.

**Rights to your information**

Unless you become a subscriber, a registered user, submit a job application online or a nominated interviewer, RemiPeople does not collect information that identifies you personally. If you become a Registered User, you are able to change and update account information at any time by logging in to Company Administrator area of the Site.

You can also request your personal information directly from recruiters who you have applied to via the RemiPeople.

People who are involved in the recruitment in the roles as Recruiters or Interviewers who may not have access to change their personal information in the system should contact their Company Administrator for changes to be made or to request that they are removed from the system.

## **Communications from RemiPeople**

Subscribers, registered users, applicants and interviewers will from time to time receive communications from RemiPeople for the purposes of

- Providing a recruitment service that meets stakeholder requirements
- Providing curated information about recruitment related topics
- Informing about additional products and services

There is an option to 'opt-out' of receiving emails from RemiPeople which are marketing focussed but not those that are critical for the programs effective functioning (eg welcome emails, service-related announcements).

## **Feedback and Complaints Handling**

If you have complaints about our handling of your personal information including any breaches by us of any Australian Privacy Principles or any questions regarding this Privacy Statement please submit that complaint or query by contacting us as detailed in the “Contact Us” paragraph below.

Any complaints received by us will be investigated with a written response provided to you as soon as possible.

## **Updates to our Privacy Statement**

From time to time, RemiPeople will review and update its Privacy Statement. Please check this statement regularly as revised versions will be updated on the RemiPeople.com.

## **Contact Us**

If there are any questions regarding this privacy policy you may contact us using the information below.

RemiPeople Pty Ltd trading as [www.remipeople.com](http://www.remipeople.com)

Email [support@remipeople.com](mailto:support@remipeople.com)

Address

17, McBeath Drive, SKYE, South Australia, AUSTRALIA, 5072

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