

Confidential Information & Privacy Policy



This Privacy Policy governs the manner in which empire group collects, uses, maintains and discloses information collected from users (each, a "User") of the www.empiregroup.com.au website ("Site"). This privacy policy applies to the Site and all products and services offered by empire group.

WHAT IS "PERSONAL INFORMATION"?

The Privacy Act 1988 (Cth) currently defines "personal information" as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:

- whether the information or opinion is true or not; and
- whether the information or opinion is recorded in a material form or not.

If the information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as "personal information" and will not be subject to this privacy policy.

WHAT INFORMATION DO WE COLLECT?

Personal Identification Information - We may collect personal identification information from Users in a variety of ways, including, but not limited to, when Users visit our site, register on the site, apply for our jobs through third-party websites, and in connection with other activities, services, features or resources we make available on our Site.

Users may be asked for, as appropriate, name, email address, mailing address, phone number, resume, referees and proof of work rights. Users may, however, visit our Site anonymously. We

will collect personal identification information from Users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Site-related activities.

Non-Personal Identification Information - We may collect non-personal identification information about Users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about the user's means of connection to our Site, such as the operating system and the Internet service providers utilised and other similar information.

We collect personal information from candidates, prospective candidates, clients and website users where reasonably necessary to provide recruitment and related services.

WEB BROWSER COOKIES

Our Site may use "cookies" to enhance User experience. User's web browsers place cookies on their hard drive for record-keeping purposes and sometimes to track information about them. Users may choose to set their web browser to refuse cookies or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

PURPOSE OF COLLECTION

The purpose for which we collect personal information is to provide you with the best service experience possible on the website.

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TO PROCESS APPLICATIONS

We may use the information Users provide about themselves when applying for a particular position or any future potential positions. We do not share this information with our clients or outside parties without prior consent from Users in writing, email or text messages.

USE OF ARTIFICIAL INTELLIGENCE

Empire Group may use artificial intelligence technologies provided by trusted third-party suppliers, including Anthropic, to assist with administrative and document processing activities such as CV formatting. In some circumstances, information may be processed in the United States. CV content processed through approved AI providers is not used to train public AI models.

TO SEND PERIODIC EMAILS

The email address Users provide will only be used to respond to their inquiries, and/or other requests or questions or related service information including company news and updates. If at any time Users decide to opt-out of our mailing list, they can do so by following the instructions included at the bottom of each email or Users may contact us via our Site.

We customarily disclose personal information only to our service providers who assist us in operating the website. Your personal information may also be exposed from time to time to maintenance and support personnel acting in the normal course of their duties.

By using our website, you consent to the receipt of direct marketing material. We will only use your personal information for

this purpose if we have collected such information directly from you, and if it is material of a type which you would reasonably expect to receive from us. We do not use sensitive personal information in direct marketing activity. Our direct marketing material will include a simple means by which you can request not to receive further communications of this nature.

HOW WE PROTECT YOUR INFORMATION

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our site

ACCESS AND CORRECTION

Australian Privacy Principle 12 permits you to obtain access to the personal information we hold about you in certain circumstances, and Australian Privacy Principle 13 allows you to correct inaccurate personal information subject to certain exceptions.

If you would like to obtain such access, please contact us as set out below.

COMPLAINT PROCEDURE

If you have a complaint concerning the manner in which we maintain the privacy of your personal information, please contact us as set out below.

All complaints will be considered by the Chief Executive Officer and we may seek further information from you to clarify your concerns.

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If we agree that your complaint is well-founded, we will, in consultation with you, take appropriate steps to rectify the problem. If you remain dissatisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner.

If you have a complaint about how we have handled your personal information, please provide our Chief Executive Officer, who also acts as our Privacy Officer with full details of your complaint and any supporting documentation by e-mail at administration@empiregroup.com.au

Our Privacy Officer will endeavour to:

- provide an initial response to your query or complaint within 10 business days, and
- investigate and attempt to resolve your query or complaint within 30 business days or such longer period as is necessary and notified to you by our Privacy Officer.

OVERSEAS DISCLOSURE OF PERSONAL INFORMATION

Empire Group may engage trusted third-party technology and service providers to assist in delivering recruitment and business services. As a result, personal information may be processed or stored in jurisdictions outside Australia, including the United States and other countries where our service providers operate. Where personal information is disclosed overseas, Empire Group takes reasonable steps to ensure service providers handle information in accordance with privacy and security obligations.

THIRD-PARTY SERVICE PROVIDERS

We may use third-party providers to assist with recruitment,

candidate management, communications, document processing, cloud storage, website hosting and other business operations. These providers may process personal information on our behalf and are required to maintain appropriate privacy and security standards.

CHANGES TO THIS PRIVACY POLICY

empire group has the discretion to update this privacy policy at any time. When we do, we will post a notification on the main page of our Site, and revise the updated date at the bottom of this page. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

YOUR ACCEPTANCE OF THESE TERMS

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

CONTACTING US

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

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