ALEXANDER TALENT

PRIVACY POLICY

Last updated - 19th of October 2026

1. Purpose

This Privacy Policy explains how Alexander Talent collects, uses, stores and discloses personal information in connection with recruitment, labour-hire, employment and related business activities.

Alexander Talent is committed to complying with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

By interacting with Alexander Talent, submitting information, registering as a candidate, engaging our recruitment services, or using our website, you acknowledge this Privacy Policy.

2. Information We Collect

Alexander Talent may collect personal information including:

- Name and contact details
- Employment history
- Qualifications, licences and certifications
- Salary and remuneration information
- Career preferences and availability
- Referee information
- Interview and recruitment-related information
- Right-to-work information
- Information provided through applications, forms, emails, phone calls and meetings
- Employment, payroll, superannuation, emergency-contact, work health and safety, incident and assignment information where relevant to an employment or labour-hire relationship

Where required, Alexander Talent may also collect sensitive information that is relevant to the recruitment process and permitted by law.

3. How We Collect Information

Information may be collected directly from:

- Candidates
- Clients
- Referees
- Publicly available sources
- Professional networking platforms, including LinkedIn
- Advertisements and job applications
- Website enquiries and registration forms

Alexander Talent will take reasonable steps to ensure information is collected lawfully and fairly.

4. Why We Collect Information

Alexander Talent collects information to:

- Assess candidate suitability for opportunities
- Facilitate recruitment and talent advisory services
- Contact candidates and clients
- Arrange interviews and recruitment processes
- Conduct reference and verification activities
- Communicate regarding current or future opportunities
- Comply with legal and regulatory obligations
- Maintain appropriate business and recruitment records
- Administer employment, payroll, workplace safety and labour-hire assignments

5. Disclosure of Information

Alexander Talent may disclose personal information:

- To prospective employers, host clients and hiring managers involved in a recruitment process, where any required candidate consent has been obtained.
- To technology, software and service providers supporting business operations
- To professional advisers including legal, accounting or compliance advisers
- Where disclosure is required or authorised by law

Alexander Talent does not sell personal information to third parties.

6. Candidate Representation

Alexander Talent will not submit a candidate's résumé, profile or identifiable information to a prospective employer or host client without first obtaining consent from the candidate.

Consent applies only to the specific employer or host client and opportunity or assignment discussed unless otherwise agreed.

7. Storage and Security

Alexander Talent takes reasonable steps to protect personal information from:

- Misuse
- Loss
- Unauthorised access
- Modification
- Disclosure

Information may be stored electronically using cloud-based systems, email platforms, recruitment software and related business systems.

Some technology and service providers used by Alexander Talent may store or process information outside Australia. Where applicable, Alexander Talent takes reasonable steps to manage those providers consistently with applicable privacy obligations. Further information about overseas handling relevant to an individual's information is available on request.

While Alexander Talent takes reasonable steps to protect information, no system can guarantee absolute security.

8. Marketing Communications

Alexander Talent may communicate with candidates and clients regarding:

- Employment opportunities
- Recruitment services
- Market insights
- Industry-related information

Recipients may opt out of non-essential communications at any time.

Operational communications relating to active recruitment processes may continue where reasonably required.

9. Access and Correction

Individuals may request access to personal information held by Alexander Talent.

Individuals may also request correction of inaccurate, incomplete or outdated information.

Requests should be made using the contact details provided below.

Alexander Talent may require reasonable verification of identity before releasing information.

10. Retention of Information

Alexander Talent retains information only for as long as reasonably required for:

- Recruitment services
- Business operations
- Legal obligations
- Compliance requirements
- Dispute resolution

When information is no longer required, Alexander Talent will take reasonable steps to destroy or de-identify it.

11. Complaints

If you have concerns regarding the handling of your personal information, please contact Alexander Talent.

Alexander Talent will investigate privacy complaints and respond within a reasonable timeframe.

If you remain dissatisfied, you may contact the Office of the Australian Information Commissioner (OAIC).

12. Contact

Business	Alexander Talent
Email	dean@alexandertalent.com.au
Website	www.alexandertalent.com.au