



TEMAIR
GLOBAL CONSULTING

Level 1, 530 Little Collins Street
Melbourne, Vic 3000
P 03 9016 9756 | F 03 9909 7788

Temair Global Consulting - Privacy Policy

Temair Global Consulting takes its obligations under the Privacy Act very seriously and will take all reasonable steps in order to comply with the Act and protect the privacy of the personal information that we hold. This policy sets out how we intend to do so.

The Policy applies to persons who submit their details to Temair Global Consulting for the purpose of furthering their chances in obtaining employment.

Personal information

Temair Global Consulting collects information which is essential to ascertaining that the applicant meets the job and specification requirements of the position they have applied for. The information we collect includes:

- Name and contact details of the applicant;
- Details of current and past work history;
- Academic details;
- Details of Referees;
- Covering letters.

Why do we need this information?

- As part of the process of making an objective assessment based on the information provided by you which enables us to shortlist your application;
- To enable us to further match your work history, skills and attributes with the identified criteria of the vacant position.

When will my personal information be used and disclosed?

Temair Global Consulting will not disclose information which identifies you to anyone else without your consent, except:

- Where it is required by law, such as for law enforcement purposes or where there is a threat to a person's safety;
- In the process of placing you with our client. (Please see our collection statement)

temair - a place of great prospect

www.temairglobal.com

How will Temair Global Consulting keep my personal information safe?

Your information will be stored on a secure database which has restricted access to only those personnel of Temair Global Consulting that need to have access to this information. Access to the Temair Global Consulting computer environment is through a secure login environment and cannot be accessed by unauthorised personnel.

Contacting Temair Global Consulting

Naturally, it is in our interest to protect your privacy. If at any time you have any questions regarding this Privacy Policy, the practices of Temair Global Consulting or dealings with Temair Global Consulting please contact our privacy officer Tara O'Brien on 03 9016 9756 or email your comments to tara@temairglobal.com.

temair - a place of great prospect

www.temairglobal.com