

Privacy & Consent Policy

Effective date: 1 September, 2026

At Centr Talent Co (“we”, “us”, “our”), we respect your privacy and are committed to protecting your personal information in line with the **Privacy Act 1988 (Cth)** and the Australian Privacy Principles.

This Privacy Policy explains how we collect, use, disclose and manage your personal information when you engage with us.

1. What information we collect

We collect personal information that is reasonably necessary to deliver recruitment and talent services.

This may include:

- Name, phone number, email and contact details
- Resume/CV, employment history, qualifications and skills
- Identification details (where required)
- Referee details and references
- Salary expectations and work preferences
- Interview notes, assessments and screening outcomes

Any other information you choose to provide

We may also collect limited technical data (such as IP address or website usage) when you interact with our website or systems.

2. How we collect your information

We collect personal information directly from you when you:

- Apply for a role or submit your CV
- Register in our recruitment system
- Communicate with us via phone, email, SMS or online
- Engage with our website or digital platforms

We may also collect information from third parties, including:

- Referees you provide
- Previous employers (with your consent where required)
- Clients in relation to roles you’ve been considered for
- Publicly available sources (e.g. LinkedIn or professional profiles)

3. Why we collect and use your information

We use your personal information to:

- Assess your suitability for job opportunities
 - Match you with current and future roles
 - Present your profile to prospective employers (clients)
 - Manage recruitment processes (interviews, offers, onboarding)
 - Communicate with you about roles and updates
 - Improve our services and candidate experience
- Comply with legal and regulatory obligations

4. Disclosure of your information

We may share your personal information with:

- Our clients and prospective employers for job opportunities
- Referees (as part of reference checks)
- Service providers who support our systems (e.g. ATS, CRM, cloud platforms)
- Professional advisers or regulatory bodies where required

We only disclose information where it is reasonably necessary for recruitment purposes or required by law.

5. Overseas disclosure

Some of our technology providers or clients may be located overseas. Where this occurs, we take reasonable steps to ensure your information is handled securely and in accordance with Australian privacy standards.

6. Direct contact and communications

By engaging with us, you consent to being contacted via:

- Phone
- SMS
- Email

This includes communication about job opportunities, applications, interviews and relevant updates. You can opt out of non-essential communications at any time.

7. Storage and security

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Your information is stored securely within our recruitment systems and trusted service providers.

8. Access and correction

You have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or outdated information

To do so, please contact us using the details below.

9. Retention of information

We retain your personal information for as long as necessary to provide recruitment services, comply with legal obligations, and maintain our business records.

If you no longer wish to be considered for opportunities, you can request removal or deactivation of your profile.

10. Cookies and website usage

Our website may use cookies or similar technologies to improve your experience and understand how users interact with our content.

You can manage cookie preferences through your browser settings.

11. Changes to this policy

We may update this Privacy Policy from time to time. The latest version will always be available on our website.

12. Contact us

If you have any questions, requests, or concerns about your privacy, please contact us:

Centr Talent Co

Email: hello@centrtalentco.com

If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC).