

# event recruitment

## Event Recruitment's Privacy Policy

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Event Recruitment is a recruiter of temporary and permanent staff to the Meetings, Incentives, Conventions, Exhibitions and Events industry sector. As such, we require the collection of relevant personal information from job seekers (candidates) pertaining primarily to their employment and educational backgrounds. This is generally collected from candidates through the provision of their resume, academic transcripts, written references and through completion of our registration form. At times we may require additional personal information from candidate nominated referees. This personal information is collected by lawful and fair means and with candidate's prior knowledge and consent.

Candidates' personal information is gathered and held for the purpose of its provision to prospective employers (clients) who have specific job vacancies available. This personal information is generally provided in the form of a resume and where required, will include references from nominated referees. This personal information is only provided to clients with candidates' prior and express consent.

We have an organisational culture that respects privacy. We take reasonable steps to ensure all personal information data is accurate, complete and up to date and that personal information held is protected from misuse, loss or unauthorised access, modification or disclosure. Both electronic and paper based personal information is securely held at the one security monitored location. Its access is limited to authorised staff only, as required in their daily responsibilities. Personal information no longer required is destroyed or de-identified on site. These security measures in place are reviewed and updated as required.

Generally on a candidate's request we will provide access to their personal information we hold. If a candidate establishes this information is not accurate we will take reasonable steps to correct it. At the same time, if candidates' personal information (e.g. address, phone number etc.) does change we ask that we be notified as soon as convenient. Candidates wishing to speak with us about their personal information or if they have a privacy concern, please contact:

**John Hackett**  
**Director**

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