

Privacy Policy

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This Privacy Policy describes how Advice2Talent Pty Ltd (ABN 92 678 416 138) and its related entities, including Advice2Talent Pte Ltd (Singapore) and Advice 2 Talent, Inc (Philippines), collectively referred to as "**Advice2Talent**", "**we**", "**us**" or "**our**", collect, use, disclose, retain, and manage your personal information in accordance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs).

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Advice2Talent is a specialist recruitment and workforce solutions business, connecting employers with talent across financial services, accounting, and business support functions. We operate across Australia, the Philippines, Singapore, and internationally through related entities. In the course of our business, we handle personal information relating to candidates, clients, and other individuals we interact with.

We are committed to handling your personal information in a secure, transparent, and responsible manner. Where we operate internationally, we also take reasonable steps to comply with applicable privacy laws in those jurisdictions.

Where you provide personal information to us, we will handle it in accordance with this policy. This policy applies to all personal information we collect, whether provided to us directly, collected from third parties, or generated in the course of our services.

SECTION 1

Who This Policy Applies To

This policy applies to all individuals whose personal information we collect and handle, including:

CANDIDATES & JOB SEEKERS

Individuals who register with us, submit their details, or are referred to us in connection with employment or contracting opportunities

PLACED CANDIDATES & CONTRACTORS

Individuals we have successfully placed with a client, or who work through our managed staffing arrangements

CLIENTS

Businesses, organisations, and their authorised representatives who engage us to assist with recruitment or workforce management

SUPPLIERS & SERVICE PROVIDERS

Individuals associated with organisations that provide services to us

WEBSITE VISITORS

OTHER INDIVIDUALS

Referees, emergency contacts, and others whose personal information we receive in connection with our services

SECTION 2

What Personal Information We Collect

The types of personal information we collect depend on your relationship with us.

Candidates and Job Seekers

We may collect:

- Full name, date of birth, and contact details (email, phone, address)
- Résumé / curriculum vitae and employment history
- Educational qualifications, certifications, and professional memberships
- Skills, experience, and career preferences
- Remuneration expectations and current salary details
- Work rights and visa status (including documentation where required)
- Referee details and reference check information collected from third parties (see below)
- Results of background checks, skills assessments, or pre-employment screening (where applicable and with your consent)
- Tax File Number (TFN) — for payroll purposes only where you are placed in a role through our firm (see Section 4)
- Bank account details — for payroll purposes where we act as employer or payroll processor
- Health information — only where relevant to the role and with your explicit consent, or as required by law

Third-Party Collection (Reference Checks)

As part of the recruitment process, we may collect personal information about candidates from third parties, including former employers, professional referees, publicly available professional information sources, and background screening providers. Where we collect your information from a third party, we will take reasonable steps to ensure you are aware of this, typically at the time you register with us or apply for a role.

Clients

We may collect:

- Contact details of client representatives (name, title, email, phone)
- Business name, ABN, and address
- Job requirements, organisational information, and hiring preferences
- Billing and payment details (e.g., invoice address, payment preferences)
- Feedback on candidates and recruitment outcomes

General

We also collect records of our communications with you (emails, calls, notes), and information you provide through our website or contact forms.

We collect personal information only where it is reasonably necessary for our functions and activities. Where it is reasonable and practicable to do so, we collect personal information directly from you.

SECTION 3

Website and Cookies

When you visit our website at advice2talent.com, we may automatically collect certain technical information, including your IP address, browser type, pages visited, and time of visit. This information may be collected through standard web server logs and third-party analytics tools such as Google Analytics, which may process or store information outside Australia.

We may use cookies — small text files stored on your device — to improve your browsing experience and understand how our website is used. You can manage or disable cookies through your browser settings, though this may affect the functionality of our site.

We do not use website data to identify individual visitors unless you have separately provided your personal information to us (for example, by submitting an enquiry form).

SECTION 4

Tax File Number (TFN) Handling

We collect Tax File Numbers (TFNs) only where you are placed in employment or a contracting arrangement through Advice2Talent and we are required to collect your TFN for Australian taxation and payroll purposes, as permitted under the *Tax File Number Rule 2015*.

HOW WE HANDLE TFNS

- TFNs are collected only for ATO-required payroll and employment purposes
- TFNs are stored securely and accessible only to authorised personnel with a legitimate payroll function
- TFNs are not disclosed to any person or organisation except where required or authorised by law (including the ATO)
- You are never obliged to provide your TFN, but failure to do so may affect the correct processing of your payroll

SECTION 5

How We Use Personal Information

Candidates

- Assessing your suitability for employment or contracting opportunities
- Matching you with relevant roles and presenting your profile to prospective employers
- Conducting reference checks and pre-employment screening (with your knowledge)
- Communicating with you about opportunities, application status, and our services
- Administering employment or contracting arrangements, including payroll processing
- Maintaining our candidate database for future placement opportunities
- Complying with legal and regulatory obligations (including tax, superannuation, and work rights verification)

Clients

- Providing recruitment and workforce solutions services
- Identifying and presenting suitable candidates for your requirements
- Managing our business relationship, including billing and account management
- Complying with legal and regulatory obligations

All Individuals

- Improving and developing our services
- Using technology platforms, automation tools, and AI-assisted systems to support recruitment, communication, candidate matching, and operational efficiency
- Security, fraud prevention, and risk management
- Responding to enquiries, complaints, and feedback
- Complying with applicable laws and regulations

SECTION 6

Direct Marketing

We may contact you from time to time with information about our services, events, or opportunities that we believe may be of interest to you. You have the right to opt out of receiving direct marketing communications at any time by contacting us using the details at the end of this policy or by following the unsubscribe instructions in any marketing communication. We will action opt-out requests promptly.

SECTION 7

Disclosure of Personal Information

Prospective Employers and Clients

Where you are a candidate, we will disclose your personal information (including your résumé and relevant professional details) to prospective employers and client organisations as part of the recruitment process. We will only do this in the context of a genuine placement opportunity and with your knowledge. You will typically have been informed of this at the time you registered with us or applied for a role.

Related Entities

We operate through related entities including Advice2Talent Pte Ltd (Singapore) and Advice 2 Talent, Inc (Philippines). Personal information may be accessed by or disclosed to staff within these entities in the course of delivering our services, including candidate sourcing, screening, and recruitment support functions.

Service Providers

We may disclose personal information to third-party service providers who assist us in operating our business, including IT and cloud storage providers, payroll and HR software platforms, background screening and reference checking providers, and accounting, legal, and professional advisers. These providers are engaged under confidentiality obligations and are only permitted to use personal information for the purposes for which it was disclosed.

Regulatory and Legal

We may disclose personal information to regulatory bodies, law enforcement agencies, courts, or government agencies where we are legally required or authorised to do so, including the Australian Taxation Office, the Department of Home Affairs, the Fair Work Ombudsman, and the Fair Work Commission.

We do not sell personal information to third parties for marketing or commercial purposes.

SECTION 8

Cross-Border Disclosure of Personal Information

As we operate internationally, personal information may be transferred to, stored in, or accessed from countries outside Australia, including the **Philippines** and **Singapore**. When we disclose personal information to overseas recipients (including our related entities and service providers in those countries), we take reasonable steps to ensure the recipient handles that information consistently with Australian privacy law.

YOUR PROTECTION

Under the Privacy Act, **Advice2Talent Pty Ltd remains accountable** for the handling of your personal information by our overseas recipients in the same way we would be responsible for handling it ourselves in Australia. If an overseas recipient handles your information in a way that would breach the APPs, you may seek recourse against Advice2Talent Pty Ltd directly.

SECTION 9

Data Security and Retention

Security

We take all reasonable steps to protect personal information from unauthorised access, misuse, interference, loss, modification, or disclosure. Our security measures include restricted access controls and user authentication, encryption of data transmitted electronically, secure cloud-based storage with reputable providers, confidentiality obligations for all staff and contractors, and regular review of our security practices.

Retention

We retain personal information for as long as it is necessary to fulfil the purposes for which it was collected, or as required by law.

- **Candidates:** We typically retain your personal information (including your résumé and contact details) for up to **7 years** from the date of last contact or placement where reasonably necessary to assist with future employment opportunities and comply with legal obligations. If you have not been placed and have had no active engagement with us, we may retain your details for a shorter period.
- **Clients:** We retain business contact and engagement records for up to **7 years** in accordance with our legal and contractual obligations.

You may request that we de-identify or destroy your personal information earlier (see Section 10). When personal information is no longer required, we destroy or de-identify it securely.

SECTION 10

Data Breach Notification

If we become aware of a data breach that is likely to result in serious harm to any individual, we will respond in accordance with our obligations under the Notifiable Data Breaches (NDB) scheme under

Part III C of the Privacy Act. This includes containing and assessing the breach, notifying affected individuals as soon as practicable where serious harm is likely, and notifying the Office of the Australian Information Commissioner (OAIC). We maintain an internal data breach response procedure to ensure swift and appropriate action.

SECTION 11

Your Rights — Access, Correction and De-identification

Access

You may request access to the personal information we hold about you at any time by contacting us using the details below. We will respond within a reasonable time, and generally within **30 days**. We will provide access in the format you request where it is reasonable and practicable to do so. In some circumstances, we may be required or permitted under the Privacy Act to refuse or limit access (for example, where providing access would unreasonably affect another person's privacy). If we refuse access, we will explain the reasons in writing and advise you of the avenues available to you, including making a complaint to the OAIC.

Correction

If you believe that personal information we hold about you is inaccurate, incomplete, out of date, or misleading, you may request that we correct it. We will take reasonable steps to respond within a reasonable time, and generally within **30 days**. If we decline to make a correction, we will explain why in writing.

De-identification and Deletion

You may request that we de-identify or destroy your personal information where we are no longer required to retain it for legal or operational purposes. We will consider such requests on a case-by-case basis and respond within a reasonable time, generally within 30 days.

SECTION 12

Sensitive Information

We only collect sensitive information (including health information, professional association memberships, or other sensitive categories under the Privacy Act) where you have provided explicit consent, where collection is required or authorised by law, or where collection is reasonably necessary for one or more of our functions and falls within an exception under the Privacy Act.

Sensitive information is held to a higher standard of protection and is never used for direct marketing purposes.

SECTION 13

Collection Notices

In accordance with APP 5, when we collect personal information about you, we will take reasonable steps to notify you at or before the time of collection (or as soon as practicable afterwards) of the purposes of collection, how to contact us, your rights to access and correction, and whether we are likely to disclose your information overseas.

This notice may be provided through this Privacy Policy, through a collection notice on a form or application, verbally at the commencement of an engagement, or by other appropriate means.

SECTION 14

Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices, legal obligations, or business operations. Any updates will be published on our website. The date of the most recent update is shown at the top of this document. We encourage you to review this policy periodically.


SECTION 15

Complaints

If you have a concern or believe we have not handled your personal information in accordance with this policy or the Privacy Act, we encourage you to contact us directly in the first instance. We will acknowledge your complaint promptly, investigate the matter, and provide a written response within a reasonable time, generally within **30 days**.

If you are not satisfied with our response, you may lodge a complaint with the OAIC:

Office of the Australian Information Commissioner (OAIC)

 1300 363 992

 www.oaic.gov.au

 GPO Box 5218, Sydney NSW 2001

Contact Us

For any privacy-related queries, access requests, correction requests, or complaints, please contact us:

ORGANISATION

Advice2Talent Pty Ltd

ABN 92 678 416 138

PRIVACY CONTACT

c/o Privacy Officer

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