

PRIVACY STATEMENT

Bridgeworks Consulting recognises and values the protection of your personal information. This Privacy Statement sets out the ways that we may collect, use, disclose and protect your personal information.

1. Bridgeworks Consulting is a recruitment company specialising in local and international roles in the apparel, textile, footwear and related sectors.

2. Organisation Name: Bridgeworks Consulting
Website: www.bwconsulting.biz

3. Collection of Data

Bridgeworks Consulting collects data from people who apply to use our services to find employment. We collect personal and sensitive data that is volunteered by those people only for the purpose of carrying out recruitment activities on their behalf. The data is principally collected by submission of resume, completion of Registration and Competency Forms, record of interview by telephone or in person and from mutually agreed referees. Bridgeworks Consulting also collects data about our Clients and contacts within those Clients for the purpose of assisting with our supply of appropriate candidates to these Clients.

4. Use and Disclosure of Information

Information collected can be accessed by employees of Bridgeworks Consulting and will only be forwarded to companies with the permission of each applicant and only for the purpose of gaining employment with those companies.

5. Confidentiality / Security

We will take all reasonable steps to ensure that your Personal Information is protected from unauthorised access, processing, erasure or other use, including restricting access to such information to authorised staff of the Company and password protecting the area for registered users of bwconsulting.biz. However, no system is impenetrable. Accordingly, we cannot guarantee that the information transmitted via bwconsulting.biz is completely secure and make no warranties or representations regarding the security of Personal Information transmitted using bwconsulting.biz.

6. Access to and Correction of Data

Individuals may access their data held by Bridgeworks Consulting at any time by applying in writing to Bridgeworks Consulting and by satisfying proof of identity. An appropriate fee may be applicable. Correction of data by individuals is allowable.

7. Trans-border data flows

Bridgeworks Consulting will take appropriate steps to ensure that foreign country recipients of candidate's data have sympathetic privacy policies in place.

8. Anonymity

Individuals may access information about Bridgeworks Consulting and its services anonymously by viewing the website.

9. Personal Information Definition

Personal information is any information or an opinion (whether true or not) about a person. It can range from general and public information such as name, address, phone number to sensitive (such as medical history). It may include opinions about previous work performance (whether true or not), work experience, qualifications, aptitude test results, personality style test results and any other information obtained by Bridgeworks Consulting in connection with possible employment placement.

10. Sensitive Information

Sensitive information is a special category of personal information and is information or opinions about applicants' work status in Australia, associations and memberships, religious beliefs, political beliefs, ethnicity, sexual preference/practices, criminal record, health or disability details.

Sensitive information is only held by Bridgeworks Consulting if offered by consent of each applicant.