

Privacy Policy

SUNNY COAST JOBS's commitment to maintaining your privacy

This Privacy Statement has been prepared by SUNNY COAST JOBS.

SUNNY COAST JOBS owns and operates the website located at www.sunnycoastjobs.com.au ("**the Site**") which may be accessed through desktop, mobile, tablet and apps. This Privacy Statement is intended to apply to this website and other sites and/or products which we may develop or introduce to provide similar services.

We respect the privacy rights of our users and wish to be transparent about the circumstances for which we will collect Personal Information and Personal Data from visitors to our Site and what we will use it for.

Collecting data enables us to optimise the services we provide to our users and allows us to customise our services to them.

Any Personal Information and Personal Data collected from you will only be used by us in accordance with and as explained in this Privacy Statement.

Definitions

Where used in this Privacy Statement, the terms "Personal Information", and "Australian Privacy Principle(s)" have the meaning attributed to those terms in the Privacy Act (Cth) 1988 ("**Privacy Act**").

In this Privacy Statement unless the context requires otherwise:

- any reference to "**SUNNY COAST JOBS**", "**we**", "**us**" and "**our**" includes a reference to SUNNY COAST JOBS Pty Ltd and each of SUNNY COAST JOBS's related bodies corporate (as that term is defined in the Corporations Act 2001 (Cth)).
 - "**Advertiser**" refers to individuals or entities that post job ads on our Site or use other products to source potential Candidates for job vacancies;
 - "**Candidates**" refers to users of the Site and "**Registered Users**" refers to Candidates who register on the Site;
 - Candidates, Advertisers and users who otherwise subscribe for SUNNY COAST JOBS products, services or information offered via the Site are referred to generically in this Statement as "**visitors**", "**users**" or "**you**", unless the context provides that only Candidates, Registered Users or Advertisers are being referred to;
 - "**GDPR**" means the European General Data Protection Regulation, Regulation (EU)2016/679 and including the UK GDPR;
- "**Personal Data**" has the meaning attributed to that term in the GDPR;
Registered Users - Registration

The best way in which to allow SUNNY COAST JOBS to assist you is by becoming a Registered User. This allows users to take full advantage of our tools, services and resources through which to successfully find a job.

Registration requires users to provide some Personal Information for instance name and email address etc. By registering, Registered Users grant permission for SUNNY COAST JOBS to use the information they provide to customise the services provided to them.

To allow us to assist you to take full advantage of SUNNY COAST JOBS's services, we collect Personal Information about Registered Users.

SUNNY COAST JOBS's may also request additional information from Registered Users, without which it may not be able to provide them with some or all of SUNNY COAST JOBS's services.

Additional information SUNNY COAST JOBS may collect

SUNNY COAST JOBS may collect and use information about job seeking needs, characteristics and priorities. We do this by collecting and analysing data about how visitors use or interact with, the products and services offered on the Site.

SUNNY COAST JOBS may use this information for the purposes set out in this Privacy Statement, including without limitation to better tailor SUNNY COAST JOBS's offerings to users job seeking needs and to provide more targeted services to Advertisers and to Candidates.

Storing resumes

Registered Users may choose to store resumes in their SUNNY COAST JOBS Profile and use those resumes when applying for a job.

After being stored, if a resume is deleted this will mean that it is no longer accessible to the Registered User.

Note however that deleted resumes and other records may still be stored by SUNNY COAST JOBS in testing or backup systems. Resumes held in testing environments are held in closed and secure environments and information is only used for the purpose of internal software testing. Information held in backup systems is only held for the purposes of backing up systems in the event of a data loss.

SUNNY COAST JOBS Profile

A SUNNY COAST JOBS Profile can include a resume, employment and educational history, contact details, minimum salary expectations, and preferred job classifications and locations.

Registered Users can modify their resume at any time or modify the privacy options in relation to their SUNNY COAST JOBS Profile at any time, by going to the Profile area of the Site. They can also delete their SUNNY COAST JOBS Profile by deleting their account with SUNNY COAST JOBS.

SUNNY COAST JOBS reserves the right to disable a SUNNY COAST JOBS Profile at its sole discretion (for example if information is found or believed to be untrue or being stored for improper purposes).

Online Applications

The SUNNY COAST JOBS Advertiser Portal allows Advertisers to easily and effectively manage their recruitment process via one central facility made

available by SUNNY COAST JOBS. The SUNNY COAST JOBS Advertiser Portal allows Advertisers to easily and effectively manage their recruitment process via one central facility made available by SUNNY COAST JOBS.

Making an online application to a job advertisement on SUNNY COAST JOBS is free but requires Candidates to provide personal information to enable the Advertiser can identify and contact the applicant. The information required by the Advertiser in online applications is mandatory and must be provided if the application is to be progressed.

When a Registered User applies for a job advertisement on the Site, the application, including attachments and cover letters, are forwarded directly on to the Advertiser and/or its nominated representative or stored in the SUNNY COAST JOBS Advertiser Portal on behalf of the Advertiser.

Candidates who do not have a SUNNY COAST JOBS Profile are required to create a SUNNY COAST JOBS Profile based on the information contained in their application. Candidates can edit their SUNNY COAST JOBS Profile at any time prior to submitting an application.

SUNNY COAST JOBS will also retain this information in order to customise the service we provide to Candidates.

Some advertisers may also require Candidates to answer a list of questions selected by that Advertiser as part of its online application. By answering the Application questions, the Candidates acknowledges that SUNNY COAST JOBS will provide their answers to that Advertiser. In some circumstances, sending the Candidate's SUNNY COAST JOBS Profile with an application will be required.

SUNNY COAST JOBS may also use the answers provided to populate a candidate's SUNNY COAST JOBS Profile as well as to improve its products, including through improving its search and matching capabilities.

By applying to a position advertised on SUNNY COAST JOBS, Candidates are requesting that SUNNY COAST JOBS pass the information provided to the relevant Advertiser and/or their nominated representative. Candidates have the right to directly contact Advertisers to request access to any Personal Information that was sent as part of an application or that has been provided to them as part of a SUNNY COAST JOBS Profile.

Advertisers are required by SUNNY COAST JOBS to comply with all applicable laws, including relevant obligations relating to the use and disclosure of Personal Information that are outlined in the Privacy Act and any other relevant laws, including those governing health information. The use of a Candidate's information (personal or otherwise) by Advertisers is not within the control of SUNNY COAST JOBS and, understandably, SUNNY COAST JOBS cannot accept responsibility for the conduct of them.

Candidates who apply for a position advertised should be aware that the Advertiser to whom their application is sent may also hold their Personal

Information. Should a Candidate wish to access that information this should be requested directly from those Advertisers.

SUNNY COAST JOBS reserves the right to disable or delete a saved resume or cover letter at its discretion.

Advertisers

SUNNY COAST JOBS may collect the company name, business address and billing address of Advertisers. It may also collect the name, email address and phone numbers of a primary contact (also referred to on the Site as the 'administrator') and similar details from other users added to the account.

SUNNY COAST JOBS uses these details to manage an Advertiser's account and help keep that account secure, including sending Advertisers applications of Candidates, contacting Advertisers if there is an issue with their job ad and organising payment and invoicing of the account.

Communications

SUNNY COAST JOBS may provide Registered Users and Advertisers with selected information about job placement, job applications, existing and new services and other career-related topics in email, telephone or SMS communications.

Agreement to this contact is provided by the use of our services. You may 'opt-out' of receiving promotional emails from SUNNY COAST JOBS by asking us to discontinue this service. asking us to discontinue this service.

If Registered Users and Advertisers opt-out, SUNNY COAST JOBS will continue to send non-promotional communications concerning the management and security to their SUNNY COAST JOBS account.

When we speak over the phone we may record the calls for training, verification and quality assurance purposes. Any Personal Information collected on those calls is used in accordance with this Privacy Statement.

Storage & Security of Personal Information

SUNNY COAST JOBS takes all reasonable steps to ensure the security of our system and to protect information from misuse, interference and loss as well as unauthorised access, modification or disclosure. SUNNY COAST JOBS allows you to access your information in your account at any time to keep it accurate and up to date. Any information which we hold for you is stored on secure servers, either in Australia or overseas (including the United States of America), that are protected in controlled facilities.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality and privacy of any Personal Information held by SUNNY COAST JOBS. Except in the case of breaches of our obligations under the Privacy Act or other applicable laws to protect your Personal Information, SUNNY COAST JOBS will not be held responsible for events arising from unauthorised access of your Personal Information.

In the event of a data breach, SUNNY COAST JOBS is committed to complying in all respects with the requirements of all Australian Privacy Laws and where required, the provisions of the GDPR. You can also play an important role in

keeping your Personal Information secure, by maintaining the confidentiality of any password and accounts used on the Site. Please notify us immediately if there is any unauthorised use of your account by any other Internet user, or any other breach of security relating to your account.

Access to Your Information

Unless you are a Registered User or an Advertiser, SUNNY COAST JOBS does not collect information that identifies you personally.

Health information

Health information, including information about a Registered User's COVID-19 vaccination status, is sensitive information under the Privacy Act and as such, SUNNY COAST JOBS takes all reasonable steps to ensure that this information is stored securely and protected from misuse, interference, loss, unauthorised access, modification or disclosure.

Health information may also be subject to other laws relating to this type of information. This Privacy Statement outlines how SUNNY COAST JOBS manages health information as required by legislation. For the avoidance of doubt, all references to 'Personal Information' in this Statement include a reference to health information.

Information a Registered User chooses to share with SUNNY COAST JOBS may be considered sensitive. While SUNNY COAST JOBS expressly requires that people accessing their websites comply with all applicable laws (including privacy laws and laws governing health information), SUNNY COAST JOBS is unable to control how such people use that information.

Data retention

We retain information you provide to us and which we collect about you, including Personal Information and Personal Data, for so long as we continue to provide services to you and specifically until such time as you request us to delete your Personal Information and Personal Data.

Data Transfers

By using SUNNY COAST JOBS's services and sharing information with SUNNY COAST JOBS or Advertisers, you consent to your personal information (including health information) being transferred between all Australian states and territories, and outside Australia, as required.

Collecting other information on SUNNY COAST JOBS visitors

SUNNY COAST JOBS collects non-Personal Information on Site visits by users including, without limitation, which sections of the Site are most frequently visited, how often, and for how long. This data is always used as aggregated, non-Personal Information, and may be shared with SUNNY COAST JOBS partners to provide them with information relating to how SUNNY COAST JOBS visitors 'use' the Site. This is done for the purpose of providing you with the best and most efficient career management and recruitment services.

IP Addresses

SUNNY COAST JOBS's web servers gathers IP address to assist with the diagnosis of problems or support issues with our services, and to monitor the use of our Site, including the monitoring of the location of our users.

Cookies

SUNNY COAST JOBS uses cookies and applets to provide Candidates with a better browsing experience and tailor advertisements from SUNNY COAST JOBS or from our business partners that appear, (on the Site or other websites) to your browsing preferences and/or your SUNNY COAST JOBS Profile, (as defined below). Cookies and applets collect non-Personal Information such as preferences and click activity for measurement and for features such as remembering your details for 'Auto Login'.

SUNNY COAST JOBS uses cookies and scripts in respect of Advertisers to assist SUNNY COAST JOBS in improving website performance, making business decisions, aiding in error reporting, aiding online payments and testing new functionality. Cookies and scripts collect non-Personal Information such as preferences and click activity for measurement and for features such as remembering your details for 'Auto Login' (provided you have chosen this option). If you do not wish to have cookies active whilst you browse the Site you can "opt out" by modifying the privacy options in your browser. However, doing so will prevent access to some areas of the Site and limit your use of some of the SUNNY COAST JOBS services.

Third Party Measurement

In order to better understand our users, SUNNY COAST JOBS utilises third party measurement companies to assess Site and mobile Site traffic. A tracking code is used to collect the following information on the usage of the Site:

- The number of page views (or page impressions) that occur on the Site;
- The number of unique visitors to the Site;
- How long these unique visitors (on average) spend on the Site when they do visit; and
- Common entry and exit points into the Site.

This aggregated, non-Personal Information is collated and provided to SUNNY COAST JOBS to assist in analysing the usage of the Site. This data is also accessible by media organisations and research companies, for the purpose of conducting industry comparisons with other Internet websites.

Feedback and Complaints about privacy and the SUNNY COAST JOBS website

SUNNY COAST JOBS welcomes ideas and feedback about all aspects of the Site. SUNNY COAST JOBS stores feedback that users send to us. This feedback may be used to administer and refine the service we provide and may be shared with SUNNY COAST JOBS partners either in aggregate form or with specific identifying characteristics removed.

If you have any complaints about our dealings with your Personal Information including any breaches by us of any Australian Privacy Principles (or other relevant legislation) or any questions regarding this Privacy Statement you are able to submit that complaint or query by contacting us at the address below.

Any complaints received by us will be referred to our compliance team for prompt investigation and a written response will be provided to you as soon as possible.

Should you not be satisfied with the resolution of any complaints made you are able to seek further redress through the Office of the Australian Information Commissioner (see <http://www.oaic.gov.au/> for further information).

Changes to this Privacy Policy

Sunny Coast Jobs will regularly review this Privacy Policy and will update it from time to time to reflect changes in our business, services provided or approach to our privacy obligations.

Contact Us

If you have any feedback or questions about this Privacy Statement, the practices of this Site, or your dealings with SUNNY COAST JOBS, you can contact us in the following ways:

Email: [to be inserted]

Phone: [to be inserted]

Post: [to be inserted]

Provision of Copy of Privacy Statement

If you require a hard copy of this Privacy Statement or a copy in some other format to suit your particular needs please contact us using any of the methods detailed in the "Contact Us" paragraph above, and we will arrange for a suitable copy to be provided to you.

Personal Information to which the GDPR or UK GDPR applies

If you are a candidate from the European Economic Area or the United Kingdom, our legal basis for collecting and using the Personal Data will depend on the Personal Data concerned and the specific context in which we collect it.

However, as explained by this policy above SUNNY COAST JOBS normally only collects Personal Data where we have your consent to do so or where we need it to provide services to you.

Most of the ways in which we use your personal data are based on our legitimate interests in:

- providing and administering SUNNY COAST JOBS Services;
- keeping our website secure;
- keeping SUNNY COAST JOBS Services up to date and enhancing them, both generally and for your use of them; and
- marketing our products and services.

When we rely on our legitimate interests as a lawful ground to process your Personal Information, we do so taking into account the potential impact on your privacy and we offer the right to object to or opt out from processing as described below in the "Your privacy rights" section below.

We also rely on your request to provide services to us as your consent for the collection and processing of your Personal Data.