

Introduction

This Privacy Statement applies to the aegiscareers.com.au website and to all business activities of Aegis Services Australia (ABN 44 0700 34598), Aegis Tech (680 990 46509) and Multiple Stories (49 0983 90777) to the extent that they affect or involve the collection, use, disclosure or handling of personal information.

Aegis understands the importance to its clients and to their customers of the discreet and confidential handling of their personal information. It is Aegis's policy to comply with the requirements of the Privacy Act 1988 and the National Privacy Principles contained in that Act in all activities of Aegis involving the collection, use, disclosure and handling of personal information.

In this Privacy Statement, personal information means information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (**source: Privacy Act 1988**).

Collection

Whether for Aegis or its clients, Aegis will collect personal information by lawful and fair means and not in an unreasonably intrusive way.

Where practicable, Aegis will make known the purpose for which it is collecting personal information and will collect personal information concerning an individual only from that individual.

Use and Disclosure

Aegis will not use personal information concerning an individual for a purpose other than the primary purpose for which it was collected, unless Aegis or its client has obtained the consent of the individual to the use of that information for a secondary use.

Data Quality

Aegis will take all reasonable steps to ensure that personal information that it holds is accurate, complete and up-to-date.

Data Security

Aegis prides itself on the sophistication of its data security systems, networks and procedures. In particular all databases maintained by Aegis are protected by secure network links, which are complemented by firewalls, hardware and software encryption, password protection, virus protection and internal quality procedures. All Aegis staff is required to sign confidentiality undertakings which extend to client information.

Openness

On request by individuals, Aegis will make known to those individuals the types of personal information it holds, the purpose for which it is held and how Aegis collects, holds and uses that information.

Access and Correction

On request by an individual, but subject to the exceptions prescribed by the National Privacy Principles, either Aegis or its client for whom the information is held will provide the individual with access to their personal information and will allow that individual a reasonable opportunity to correct any inaccuracies or out-of-date information.

A request for access to the personal information held by Aegis concerning an individual can be made by that individual to Aegis's Privacy Committee on the numbers or address mentioned below or, if so specified, to Aegis's client. A fee may apply.

Anonymity

Where practicable, Aegis will maintain the anonymity of an individual in a database of personal information unless the identity of the individual is necessary to perform a lawful activity.

Transborder data flows

Aegis will not transfer personal information relating to an individual outside Australia unless the individual has consented to such a transfer or Aegis has satisfied itself that the recipient of the personal information will uphold principles for the handling of personal information which are similar to the National Privacy Principles.

Sensitive and Health Information

Aegis will apply particularly stringent procedures to its collection, use, disclosure and handling of any personal information which includes sensitive information (e.g. information concerning race, religion, political affiliations) or health information (e.g. information concerning an individual's medical condition).

Aegis's Clients

As a communications company, Aegis will be engaged by its clients to perform various services that might involve the handling of personal information. Aegis will seek from its clients assurances that all such personal information has been collected lawfully and in compliance with the National Privacy Principles and that all required consents have been obtained for the intended use of that personal information.

Subcontractors

Aegis requires strict compliance with the National Privacy Principles by all of its subcontractors.

Contacting Aegis regarding privacy issues

Any questions or comments concerning Aegis's privacy policies and practices, any requests for access to an individual's personal information held by Aegis and any general privacy inquiries can be addressed to:

Contact:

Aegis Services Australia

Level 6/15 William Street
Melbourne VIC 3000
Australia

Phone: (03) 9256 5000
Fax: (03) 9256 5500
Email: info@au.aegisglobal.com

General enquiries

For all other enquiries not relating to privacy matters, please email info@au.aegisglobal.com

This Privacy Statement was last updated on Thursday, April 12, 2012.