

NOMOS SEARCH

Privacy Policy

We are bound by the Privacy Act 1988 (Cth) (Privacy Act) and the Australian Privacy Principles (APPs) and relevant privacy and data protection laws in other jurisdictions in which we operate This policy explains how and why we collect, use, hold and disclose your personal information.

"We", "us" and "our" means Nomos Search Pty Limited (ABN – 70657329309; ACN 657329309) of Level 10, 227 Elizabeth St Sydney NSW 2000.

You consent to us collecting, holding, using and disclosing your personal information in accordance with this policy.

What is personal information?

Personal information is any information or an opinion about an identified individual or an individual who can be reasonably identified from the information or opinion. Information or an opinion may be personal information regardless of whether it is true.

What personal information do we collect and hold?

We collect information about you and your interactions with us, for example, when you use any of our services, call us, or visit our website. The information we collect from you may include your identity and contact details including but not limited to:

- your email address,
- phone number,
- postal address,
- your history of use of our services and details of enquiries or complaints you make.

If you are applying for employment with us, we may also collect information from you such as your professional experience, educational history and qualifications, and other information that may be included on your CV. We may also ask for information necessary to complete right to work and background checks. This will be explained further to you at the relevant stage of the job application

process. If in certain situations we are required to process personal data outside of our normal working practice, for example, a request for a health check or criminal record check, we will address this specifically and request your express written consent.

We may also collect information about how you access, use and interact with our website. This information may include:

1. the location from which you have come to the site and the pages you have visited; and
2. technical data, which may include IP address, the types of devices you are using to access the website, device attributes, browser type, language and operating system.

We use cookies on our website. A cookie is a small text file that our website may place on your device to store information. We may use persistent cookies (which remain on your computer even after you close your browser) to store information that may speed up your use of our website for any of your future visits to the website. We may also use session cookies (which no longer remain after you end your browsing session) to help manage the display and presentation of information on our website. You may refuse to use cookies by selecting the appropriate settings on your browser. However, please note that if you do this, you may not be able to use the full functionality of our website.

Why do we collect, hold and use your personal information?

1. provide you with our services, and manage our relationship with you. That is:

(i) Processing personal information of candidates, contractors, referees and clients is necessary for our legitimate business interests. As a recruitment company and recruitment agency we introduce candidates to clients for permanent employment, temporary worker placements or independent professional contracts. The exchange of personal data of our candidates and our client contacts is an essential part of this process as we need the information to assess suitability for potential roles, to find potential candidates and to contact clients and referees. To provide our candidates and clients with a required level of service to operate our business, we require a database of candidate and client data containing historical and current information. To maintain, expand and develop our business we need to record the personal data of prospective candidates and client contacts.

We have internal policies and checks in place to ensure that we only process data which is necessary to serve our legitimate interests.

We will rely on contract if we are negotiating or have entered into a placement agreement with you or your organisation or any other contract to provide services to you or receive services from you or your organisation.

2. contact you, for example, to respond to your queries or complaints, or if we need to tell you something important;
3. comply with our legal obligations and assist government and law enforcement agencies or regulators; or
4. where you apply for a job with us:
 - (i) consider your application, including running interviews and assessments; and

- (ii) carry out right to work and background checks necessary to determine whether it is legal and appropriate for you to work for us.

If you do not provide us with your personal information we may not be able to provide you with our services, consider your application for employment, communicate with you or respond to your enquiries.

Personal information collected from third parties

We will collect your personal information directly from you whenever you interact with us, however we may also collect information from third party public sources including but not limited to:

- LinkedIn,
- organisations providing security clearance services,
- government agencies,
- delivery partners,
- business referees and former employers.

How do we store and hold personal information?

We store most information about you in computer systems and databases operated by either us or our external service providers.

We implement and maintain processes and security measures to protect personal information which we hold from misuse, interference or loss, and from unauthorised access, modification or disclosure.

These processes and systems include but are not limited to:

1. the use of identity and access management technologies to control access to systems on which information is processed and stored;
2. requiring all employees to comply with internal information security policies and keep information secure; and
3. monitoring and regularly reviewing our practise against our own policies and against industry best practice.

We will also take reasonable steps to destroy or de-identify personal information once we no longer require it for the purposes for which it was collected or for any secondary purpose permitted under the APPs or equivalent legislation abroad.

Who do we disclose your personal information to, and why?

We may transfer or disclose your personal information to our related companies.

We may disclose personal information to external service providers so that they may perform services for us or on our behalf.

We may also disclose your personal information to others outside our group of companies where:

1. we are required or authorised by law to do so;
2. to provide and market our services;
3. you may have expressly consented to the disclosure or the consent may be reasonably inferred from the circumstances; or
4. we are otherwise permitted to disclose the information under the Privacy Act.

If the ownership or control of all or part of our business changes, we may transfer your personal information to the new owner.

What about Submitting Your Curriculum Vitae (“CV”) and applying for jobs

You may submit your CV to Nomos Search via our website, either for general consideration by our team for positions as they arise or to apply for a specific advertised job. Once submitted, your CV will be sent directly to the relevant Nomos Search team member who will review your details and advise you whether you are to be accepted by us for registration on our database. This secure database, including your personal information, can be accessed by any of our team members working in any location globally.

Jobs updates and market updates

You may sign up to receive emails that alert you to new jobs or provide market updates on our website (Updates). To subscribe to Updates, you need to provide your email address, which will be used for the purpose of keeping you informed by email of the latest jobs and/or news in your nominated industry. If you no longer wish to receive Updates, unsubscribe links are provided in every Updates email that you receive.

Third party sites

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not

constitute sponsorship or endorsement or approval of these websites. Please be aware that Nomos Search is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website they visit.

Do we disclose personal information to overseas recipients?

As we use a third-party service provider to assist us with data storage, your personal information may be disclosed to overseas recipients from time to time. To the extent that you provide us with your personal information, you consent to us disclosing your information to our third-party service providers. We have chosen an established recruitment database provider. This database, including your personal information, can be accessed by any of our employees in any location in the world.

Access to and correction of your personal information

You may access or request correction of the personal information that we hold about you by contacting us. There are some circumstances in which we are not required to give you access to your personal information.

We will respond to your requests to access or correct personal information in a reasonable time and will take all reasonable steps to ensure that the personal information we hold about you remains accurate, up to date and complete.

Complaints

If you have a complaint about the way in which we have handled any privacy issue, including your request for access or correction of your personal information, you should contact us.

We will consider your complaint and determine whether it requires further investigation. We will notify you of the outcome of this investigation and any subsequent internal investigation.

If you remain unsatisfied with the way in which we have handled a privacy issue, you may approach an independent advisor or contact the Office of the Australian Information Commissioner (www.oaic.gov.au) for guidance on alternative courses of action which may be available.

Contact details

If you have any questions, comments, requests or concerns, please contact us at:

Ph: 0401 864 787

Email: neil.street@nomossearch.com

Mail: Office address, Level 10, 227 Elizabeth St Sydney NSW 2000.

Please address all correspondence to: Neil Street

Changes to this policy

From time to time, we may change our policy on how we handle personal information or the types of personal information which we hold. Any changes to our policy will be published on our website. As the policy may change from time to time please also check our website periodically to review our Privacy Policy. You may obtain a copy of our current policy from our website or by contacting us at the contact details above.

Last updated: 17 March 2022