

First Class HR Solutions - Privacy Policy

Effective Date: 1st July 2023 (V2.2)

At First Class HR Solutions we are committed to protecting the privacy and confidentiality of the personal information we collect from you. This Privacy Policy outlines our practices and procedures regarding the collection, use, storage, and disclosure of data. By using our services or submitting your personal information to us, you consent to the terms of this Privacy Policy. All data is managed in accordance with both this policy, and any relevant legislation under Australia Privacy Legislation.

Information We Collect:

We may collect and process the following types of personal information;

- Contact details (e.g., name, address, email address, phone number).
- Professional information (e.g., resume, cover letter, employment history, educational background, certifications, skills).
- Sales lead information (e.g., company name, job title, industry, contact information).
- Any other information you choose to provide

Purpose of Data Collection:

We collect and use data for the following purposes;

- Evaluating and processing job applications.
- Assessing suitability for job opportunities or sales engagement.
- Contacting job applicants and sales leads.
- Providing HR solutions and sales services.
- Providing other services as outlined on our website.
- Conducting data analysis and improving our services.
- Complying with legal obligations and regulations.

Data Retention:

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as required by law. If you become an employee or a customer, your data will be subject to our employee or customer privacy policies, respectively.

Data Security:

We implement reasonable security measures to protect against unauthorised access, alteration, disclosure, or destruction of data. However, please note that no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security. Note that all personal data is held on storage that meets security requirements.

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Printed copies are uncontrolled documents	Created: June 2023	E: admin@firstclasshrsolutions.com.au	ABN: 84 351 191 864

Disclosure of Information:

We may disclose your personal information to the following categories of recipients, solely for the purposes described in this Privacy Policy:

- Our employees and authorised personnel involved in HR processes and sales activities.
- Third-party service providers who assist us in managing and processing data (e.g., background check providers, CRM software providers).
- Legal or regulatory authorities, as required by law or to protect our legal rights.

Data Transfer:

In certain circumstances, your personal information may be transferred to, stored, or processed in countries outside your own. We will take all reasonable steps to ensure that such transfers comply with applicable data protection laws and that appropriate safeguards are in place.

Cookies & Tracking Technologies:

Our website and services may use cookies and other tracking technologies to enhance your browsing experience and collect certain information automatically. Please note that First Class HR Solutions, does not use Cookies and/or tracking information services, however some of our providers may.

Accessing Your Data:

You have the right to access, update, correct, or delete your personal information held by us. If you wish to exercise any of these rights or have any questions or concerns regarding our data handling practices, please contact us using the contact details provided below.

Changes to the Privacy Policy:

We reserve the right to update or modify this Privacy Policy at any time. Any changes will be effective immediately upon posting the revised policy on our website. We encourage you to review this Privacy Policy periodically for any updates.

Contact Us:

If you have any questions, comments, or concerns about this Privacy Policy or our data handling practices, please contact us at;

Attn: Business Owner

Email: admin@firstclasshrsolutions.com.au

Address: Ground Floor, 470 St Kilda Rd, Melbourne, Victoria, 3004

By using our services or providing your personal information, you acknowledge that you have read, understood, and agreed to the terms of this Privacy Policy.

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