

# Privacy Policy

Amazing Results Pty Ltd understands the sensitivity associated with privacy and is committed to safeguarding personal information collected for the purpose of providing our business services. Amazing Results Pty Ltd must comply with the National Privacy Principles contained in the Privacy Act in dealing with personal information. In accordance with this legislation, the purpose of this statement is to clarify what kind of information we collect about you, how we use it, how you may correct or change it and how to contact us. Should we be required to amend or modify our policy regarding privacy for any reason, we will update the following statement.

## 1. The Information We Collect

Some examples of the types of personal information that may be held by Amazing Results Pty Ltd includes your name, date of birth, contact details, qualifications, work history, skills, résumé, salary/benefit information, driver's license number and information about your hobbies and interests. If you consent, we may also collect sensitive information (for example, information about your membership in a trade union or health information). It is up to you to choose the information that you give to Amazing Results Pty Ltd. If you choose not to provide Amazing Results Pty Ltd with particular information that has been requested, Amazing Results Pty Ltd may not be best placed to provide the service that you have requested.

## 2. How We Use Your Information

Amazing Results Pty Ltd will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally we will only use and disclose your personal information including (but not limited to):

- Potential Employers
- Referee's (please see below)
- Any associated companies and subsidiaries
- Our Insurers
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information
- Our contractors or suppliers
- Any person with a lawful entitlement to obtain the information

As regards to referees, we will contact your nominated person with the intention of obtaining personal information from that stated person which will then be passed on to our clients. By consenting to the reference check, we will pass on whatever comments made to us by the referee to the client whether complimentary or derogatory. If this is not acceptable please advise us prior to conducting the reference check.

## 3. Access to Your Information

Subject to some exceptions which are set out in the National Privacy Principles (Principle 6 - Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold. If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact our Privacy Officer, whose details are shown below. In the case of providing copies of written documents, we may charge a fee to cover our administrative expenses. We will not charge you simply because you lodge a request for access.

## 4. Security

Amazing Results Pty Ltd will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

## 5. Changes to this Privacy Policy

Amazing Results Pty Ltd may amend this Privacy Policy from time to time. We suggest that you visit our website regularly to keep up to date with any changes.

## 6. Contact Us

You can make further inquiries or complaints about our privacy policies to our Privacy Officer: Email: [admin@amazingresults.com.au](mailto:admin@amazingresults.com.au)  
You can also make complaints to the Office of the Federal Privacy Commissioner.

Phone: 1300 669 139  
Direct: +61 2 9922 6175  
Email: [info@amazingresults.com.au](mailto:info@amazingresults.com.au)  
Web: [www.amazingresults.com.au](http://www.amazingresults.com.au)

  
EXECUTIVE SEARCH AND COACHING GROUP