

Your Spark PTY LTD

Privacy Collection Statement



We Will Need to Collect Personal Information about You

'Your Spark' will only collect information that is necessary for the proper performance of our tasks or functions. We do not collect or use personal information for the purposes of unlawful discrimination. We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it. If you only browse our website, we do not collect information that identifies you personally, though we may collect information related to your visit to our website.

Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by our employees.

See our Privacy Policy which is available on our website and sets out further information which it may be helpful for you to know.

How to Contact Us

If you wish to contact us about your personal information you should contact our privacy officer via hello@yourspark.com.au during normal office hours, which are Monday-Friday between 8.30 am and 5.30 pm.

Information that we collect

- Information collected when you register, which may include personal information such as your name and contact details;
- The content of electronic forms you submit via the website or requesting us to provide services or information, or take action;
- Any messages or comments you submit to us via the website - for instance via an email; and

Information collected when you participate in any online career assessment appearing on this website

- Work history, skills and experience – typically in the form of a resume or CV

- Skills and aptitude test results – any test results supplied by you, a third party or for any test that you have undertaken specifically to assist our Professional Service eg YourSpark personality test
- Notes around your availability, preferences and expectations relating to potential work offers which have been collected for the purposes of completing our Professional Service or Providing Career Advice.

Legal Requirements for Personal Information

Your personal information may be disclosed to:

- Employees of YOUR SPARK.
- Contractors or companies assisting us with commercial management of the company e.g. auditors.
- Our contractors and suppliers – e.g. our I.T. contractors, internet service suppliers and database designers, some of whom may be off shore;
- Any person with a lawful entitlement to obtain the information, including a parent, guardian, holder of an enduring power of attorney (or like authority) where legally required.

Your personal information may be used in connection with:

- Our statutory compliance obligations;
- Any services, promotions or offers provided by YOUR SPARK that we believe you would be interested in, which you can opt-out of receiving at any point on request to YOUR SPARK.

Please note that 'Your Spark' and 'Spark Recruitment' are affiliated however client information is not shared between the businesses without prior authorisation.

Access to Information

You can gain access to your information to correct it if it is wrong. Subject to some exceptions which are set out in privacy legislation you have a right to see and have a copy of personal information about you that we hold.

If you are able to establish that personal information that we hold about you is misleading, irrelevant, not accurate, complete or up-to-date, we will take reasonable steps to correct it.

If we are unable to agree that personal information that we hold about you is not misleading, relevant accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is misleading, irrelevant, not accurate, incomplete or out of-date.

If you wish to exercise your rights of access and correction you should contact our Privacy Officer, whose details are shown above.

In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

Electronic Transactions

We conduct transactions electronically as well as in hard-copy and by face-to-face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the internet and you should take all appropriate steps to protect your personal information. Please see our Privacy Policy on our website for further information.

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