

PRIVACY POLICY AND COLLECTION STATEMENT FOR AMBROSE RECRUITMENT

Ambrose Recruitment is bound by the National Privacy Principles as set out in the *Privacy Act 1988*. The Principles regulate how we collect, use, store and disclose personal information.

As a recruitment agency we obtain personal information about you directly from you and from your referees. The information is collected from application forms, resumes, interviews, oral and written references and telephone conversations. We will use your personal information to assess your qualifications and suitability for positions of employment. We may disclose your personal information to potential and actual employers in order to find work for you, or as otherwise allowed under the *Privacy Act 1988*. We will not disclose your personal information for any other purpose without your consent.

We will keep your personal information on our data base and if a suitable position of employment becomes available at a later date we may contact you at that time.

You are not obliged to give us any of your personal information, however if you choose not to provide the necessary information to us, we may not be able to act for you or we may not be able to provide you with the full range of our recruitment services.

