



# Privacy Policy – For Recruitment

2024

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# Privacy Policy

Effective Date: 11 March 2024

K2 Projects ("we", "us", "our") is committed to protecting your privacy. This Privacy Policy outlines how we collect, use, store, and disclose your personal information when you use our IT software ("the Service"). This policy is in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

By accessing or using our Service, you agree to the collection, use, and disclosure of your personal information as described in this Privacy Policy.

## 1. Information we collect

We may collect personal information from you when you interact with our Service, including:

**Contact Information:** Name, email address, phone number, postal address and any other data you may submit.

**We will only collect personal information that is necessary for the provision of the Service.**

## 2. How we use your information

We may use the personal information we collect for the following purposes:

- We will only use your personal information for purposes for which it was collected or related purposes, unless you consent to a different use.

## 3. How we protect your information

We take the security of your personal information seriously and implement reasonable technical and organisational measures to protect it. This includes encryption, firewalls, access controls, and secure servers to prevent unauthorised access, disclosure, or modification of your personal information.

While we take reasonable precautions to protect your data, no method of transmission over the internet or method of electronic storage is 100% secure. Therefore, we cannot guarantee the absolute security of your information.

## 4. Disclosure of your information

We will only disclose personal information to employers on your consent.

## 5. Your rights and choices

Under the Privacy Act 1988, you have the following rights regarding your personal information:

**Access:** You can request access to the personal information we hold about you.

**Correction:** If your personal information is inaccurate or incomplete, you can request that we correct it.

**Deletion:** In certain circumstances, you may request the deletion of your personal information, though we may retain some information for legal or business purposes.

**Opt-Out:** You may choose to opt-out of receiving marketing communications from us at any time by following the unsubscribe instructions provided in the emails or by contacting us directly.

To exercise any of these rights, please contact us using the contact information provided at the end of this policy.

## 6. Changes to this privacy policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. If we make significant changes, we will notify you via email or a notice on our website before the changes take effect.

We encourage you to periodically review this Privacy Policy to stay informed about how we are protecting your personal information.

## 7. Contact us

If you have any questions or concerns about this Privacy Policy or how we handle your personal information, please contact us at:

**Email:** [office@k2projects.tech](mailto:office@k2projects.tech)

This Privacy Policy is effective as of the date listed above and is governed by the laws of Australia.