



DIGITAL TALENT LAB

— Where great talent grows —

Privacy Policy

Last Updated: 12/8/24

1. Introduction

Welcome to Digital Talent Lab ("we," "our," or "us"). We are committed to protecting your privacy and ensuring that your personal information is handled safely and responsibly. This Privacy Policy outlines how we collect, use, and protect your personal data in compliance with relevant data protection laws.

2. Information We Collect

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

- **Personal Identification Information:** Name, email address, phone number, postal address, and other contact details.
- **Professional Information:** CVs, cover letters, employment history, educational background, skills, and references.
- **Usage Data:** Information about how you use our website, including IP addresses, browser type, pages visited, and other interaction data.
- **Communications:** Any messages, emails, or other communications you send to us.

3. How We Use Your Information

We use your personal information for the following purposes:

- **Recruitment Services:** To match you with suitable job opportunities and to communicate with you about roles that may be of interest.
- **Client Services:** To assist our clients in identifying suitable candidates for their roles.
- **Improving Our Services:** To enhance our website, recruitment processes, and overall service offerings.
- **Compliance:** To comply with legal obligations, resolve disputes, and enforce our agreements.

4. iProfile

In order to manage the personal information and CVs of candidates that we receive, we use the services of iProfile Pty Ltd, trading as iProfile. We are an iProfile Compatible Organisation.

An iProfile Compatible Organisation means an organisation that has been granted a licence by iProfile to use its products and services.

We also collect candidates' personal information for the purpose of creating an iProfile for the candidate. Occasionally, in addition to the parties set out in this Privacy Policy above, we may also collect a candidate's personal information from iProfile in order to obtain the candidate's most current information.

We may also disclose the candidate's personal information to iProfile for the purpose of creating an iProfile or for the purpose of updating or managing a candidate's iProfile.

The candidate's personal information contained in the iProfile may also be shared with other iProfile Compatible Organisations that the candidate has previously provided their details to.

By providing their personal information to us, to iProfile, or to any other iProfile Compatible Organisation, the candidate consents to the collection, use, and disclosure of their personal information in this manner.

5. Sharing Your Information

We may share your personal information with:

- **Clients:** Potential employers who may be interested in your candidacy for a role.
- **Service Providers:** Third-party service providers who assist us in our operations (e.g., IT services, marketing platforms) under strict confidentiality agreements.
- **Legal Obligations:** Law enforcement or government authorities if required by law or to protect our rights.

6. Data Security

We implement a variety of security measures to ensure the safety of your personal information. However, no method of transmission over the internet or electronic storage is 100% secure, and we cannot guarantee absolute security.

7. Your Rights

You have the following rights regarding your personal information:

- **Access:** The right to access the personal information we hold about you.
- **Rectification:** The right to correct any inaccurate or incomplete information.
- **Erasure:** The right to request the deletion of your personal information, subject to certain conditions.
- **Restriction:** The right to restrict the processing of your data in certain circumstances.

- **Objection:** The right to object to the processing of your personal information.
- **Data Portability:** The right to request your data be transferred to another service provider.

To exercise any of these rights, please contact us at [Contact Information].

8. Cookies and Tracking Technologies

Our website uses cookies and similar tracking technologies to enhance your browsing experience and analyse website traffic. You can manage your cookie preferences through your browser settings.

9. Changes to This Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page, and we encourage you to review it periodically to stay informed.

10. Contact Us

If you have any questions or concerns about this Privacy Policy, please contact us at:

Digital Talent Lab

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