



National Joblink

# Privacy Policy

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VERSION	DATE	REVISION AUTHOR	SUMMARY OF CHANGES
1	02/07/2024	External Consultant	New Document
1.1	12/07/2024	Document Control	Update classification from <i>Sensitive</i> to <i>Unclassified</i>

## Distribution

NAME	TITLE
NJL Staff	

## Approval

POSITION	SIGNATURE	DATE
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# 1 Privacy Policy

Last updated: May 30, 2024

This Privacy Policy describes Our policies on the collection, use and disclosure of your information when You use our services and tells you about your privacy rights and how the law protects you.

We use your personal data to provide and improve our services. By using our services, you agree to the collection and use of information in accordance with this Privacy Policy.

## 2 Collecting and Using Your Personal Data

### 2.1. Types of Data Collected

Personal Data. While using our services via National Joblink (NJL), We may ask you to provide us with certain personally identifiable information (PII) that can be used to contact or identify you. Personally identifiable information (PII) may include:

- Email address
- First name and last name
- Phone number (mobile/home)
- Address, State, Province, ZIP/Postal code, City

Personal information such as contact details may be collected for the purpose of:

- completing a survey
- lodging an enquiry
- providing employment services
- providing training services
- signing-up for email services or
- applying for a position vacant with National JobLink (NJL);

Any personal information collected via National JobLink (NJL) will be used for the purposes of delivering employment or training services and will be used for internal purposes only. Where personal information is collected for any other reason other than for the purpose of delivering employment or training services the purpose will be clearly specified.

### 2.2. Collection of sensitive information

Sensitive information, as defined in the Privacy Act 1988 (Cth), includes information about an individual's health, racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of any professional or trade association, membership of a trade union, sexual preferences or practices, or criminal record. Subject to a few exceptions, the Privacy Act precludes an organisation subject to the National Privacy Principles from collecting sensitive information about an individual without that individual's consent.

If National Joblink (NJL) collects sensitive information about an individual for the purpose of the initiative, or for a related purpose, NJL will only use that sensitive information for those purposes, and only to the extent that the sensitive information is relevant to those purposes

### 2.3. Usage Data – Website traffic

Usage Data is collected automatically when using our web services (website and contact form).

Usage Data may include information such as Your Device's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

When you access the Service by or through any device (including mobile devices), We may collect certain information automatically, including, but not limited to:

- The type of device you use
- Your device unique ID
- The IP address of your device
- Your operating system
- The type of Internet browser you use
- Unique device identifiers
- Other diagnostic data (e.g. dates and times of visits to the website; pages accessed, and any documents downloaded)

National Joblink (NJL) will not use or disclose any personal information collected for any purposes other than those specified without consent, unless required by law

### 2.4. Tracking Technologies and Cookies

We use Cookies and similar tracking technologies to track the activity on Our Service and store certain information. Tracking technologies used are beacons, tags, and scripts to collect and track information and to improve and analyse Our Service.

The technologies We use may include:

- **Cookies or Browser Cookies.** A cookie is a small file placed on your Device. You can instruct your browser to refuse all Cookies or to indicate when a Cookie is being sent. However, if you do not accept Cookies, you may not be able to use some parts of our Service. Unless you have adjusted your browser setting so that it will refuse Cookies, our Service may use Cookies.
- **Flash Cookies.** Certain features of our Service may use local stored objects (or Flash Cookies) to collect and store information about your preferences or your activity on our Service. Flash Cookies are not managed by the same browser settings as those used for Browser Cookies. For more information on how you can delete Flash Cookies, please read "Where can I change the settings for disabling, or deleting local shared objects?" available at [https://helpx.adobe.com/flash-player/kb/disable-local-shared-objects-flash.html#main\\_Where\\_can\\_I\\_change\\_the\\_settings\\_for\\_disabling\\_or\\_deleting\\_local\\_shared\\_objects](https://helpx.adobe.com/flash-player/kb/disable-local-shared-objects-flash.html#main_Where_can_I_change_the_settings_for_disabling_or_deleting_local_shared_objects)
- **Web Beacons.** Certain sections of our Service and our emails may contain small electronic files known as web beacons (also referred to as clear gifs, pixel tags, and single-pixel gifs) that permit the Company, for example, to count users who have visited those pages or opened an email and for other related website statistics (for example, recording the popularity of a certain section and verifying system and server integrity).

Cookies can be "Persistent" or "Session" Cookies. Persistent Cookies remain on your personal computer or mobile device when you go offline, while Session Cookies are deleted as soon as you close your web browser.

We use both Session and Persistent Cookies for the purposes set out below:

#### **Necessary / Essential Cookies**

**Type:** Session Cookies

**Administered by:** Us

**Purpose:** These Cookies are essential to provide you with services available through the Website and to enable you to use some of its features. They help to authenticate users and prevent fraudulent use of user accounts. Without these Cookies, the services that you have asked for cannot be provided, and We only use these Cookies to provide you with those services.

### **Cookies Policy / Notice Acceptance Cookies**

**Type:** Persistent Cookies

**Administered by:** Us

**Purpose:** These Cookies identify if users have accepted the use of cookies on the Website.

### **Functionality Cookies**

**Type:** Persistent Cookies

**Administered by:** Us

**Purpose:** These Cookies allow us to remember choices you make when you use the Website, such as remembering your login details or language preference. The purpose of these Cookies is to provide you with a more personal experience and to avoid you having to re-enter your preferences every time you use the Website.

### **Tracking and Performance Cookies**

**Type:** Persistent Cookies

**Administered by:** Third-Parties

**Purpose:** These Cookies are used to track information about traffic to the Website and how users use the Website. The information gathered via these Cookies may directly or indirectly identify you as an individual visitor. This is because the information collected is typically linked to a pseudonymous identifier associated with the device you use to access the Website. We may also use these Cookies to test new pages, features, or new functionality of the Website to see how our users react to them.

## **3 Use of Your Personal Data**

The Company may use Personal Data for the following purposes:

**To provide and maintain our Service,** including to monitor the usage of our Service.

**For the performance of a contract:** the development, compliance and undertaking of the contract for the products, items, or services you have purchased or of any other contract with us through the Service.

**To contact you:** To contact you by email, telephone calls, SMS, or other equivalent forms of electronic communication, such as a mobile application's push notifications regarding updates or informative communications related to the functionalities, products, or contracted services, including the security updates, when necessary or reasonable for their implementation.

### **2.5. Retention of Your Personal Data**

National Joblink (NJL) will retain your Personal Data only for as long as is necessary for the purposes set out in this Privacy Policy. We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

We will retain and use your Personal Data to the extent necessary to comply with our legal obligations (for example, if we are required to retain your data to comply with applicable laws), resolve disputes, and enforce our legal agreements and policies.

Should NJL be required to take a copy of any data from the data controller for the purposes of some defect correction or analysis of a problem, NJL has a standard policy of retaining data only as long as necessary to resolve the issue, then the copied data is destroyed.

### **2.6. Transfer of Your Personal Data**

Your information, including Personal Data, is processed within our operating offices and in any other places where the parties involved in the processing are located. Your data will not be transferred to other jurisdictions or outside of Australia.

We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this Privacy Policy and the requirements of applicable legislation.

### **2.7. Disclosure of Your Personal Data**

### **2.1.1. Law enforcement**

Under certain circumstances, we may be required to disclose your Personal Data if required to do so by law or in response to valid requests by public authorities (e.g. a court or a government agency).

### **2.1.2. Other legal requirements**

We may disclose your Personal Data in the good faith belief that such action is necessary to:

- Comply with a legal obligation
- Protect and defend the rights or property of the NJL
- Prevent or investigate possible wrongdoing in connection with the Service
- Protect the personal safety of users of the Service or the public
- Protect against legal liability

## **2.8. Security of Your Personal Data**

The security of your Personal Data is important to us, but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect your Personal Data, We cannot guarantee its absolute security. If you have reason to believe that your interaction with us is no longer secure (for example, if you feel that the security of any account with us has been compromised), please immediately notify us of the problem by contacting us in accordance with the “Contact Us” section below.

NJL employs best practice techniques and takes all reasonable steps to protect any information collected from misuse, loss, unauthorised access or change. All data is stored securely and encrypted within cloud based storage located within Australia.

This website contains links to pages on other external sites and NJL bears no responsibility for their content or privacy practices. NJL encourages all website users to review the privacy statement of external links prior to submitting any personal information. Furthermore, users should note that there are inherent risks associated with the transmission of information via the internet. Any information, including contact details, is sent at the users own risk.

## **4 Disclaimer**

This website is presented by NJL for the purpose of disseminating information for the benefit of the public and engaging the communities in which we serve.

NJL does not guarantee nor accept any legal liability arising from or connected to, the accuracy, reliability, currency or completeness of any material contained on this website or any linked sites.

NJL highly recommends that users exercise caution and care with respect to the use of this site that users carefully evaluate the accuracy, reliability, currency or completeness of the material on this site for their purposes.

The material on this website is a summary only of the subject matter covered and is not intended to be or should it be relied on as a substitute for legal or other professional advice. Users should obtain any appropriate professional advice relevant to their circumstances.

The material on this website may include the views and recommendations of third parties, which do not necessarily reflect the views of NJL and its employees, indicate its commitment to a particular course of action, or imply an endorsement of any policy or ideology.

## 5 Other Important Information

When giving your permission you should be aware that any information published on the Internet or social media channels is accessible to millions of users from all over the world, and that it will be indexed by search engines and may be copied and used by any web user. This means that once the photograph/video/interview is published on the internet/social media channels NJL will have no control over its subsequent use and disclosure.

## 6 Changes to this Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any changes by posting the new Privacy Policy on this page. Version history of the Privacy Policy can be seen at the front of this Privacy Policy with the "Last updated" date and version details.

You are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.

## 7 Contact Us

To contact us with an IT Security question or comment, or to opt out from certain services, please contact: [helpdesk@njl.org.au](mailto:helpdesk@njl.org.au).

Please note that e-mail communications are not always secure, so please do not include credit card information or sensitive information in your e-mails to us.