

**Apprenticeships  
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# Privacy Policy

**Privacy Policy**

Apprenticeships Are Us Limited recognises that the privacy of information of all parties involved with us and the general public. This is of the utmost of importance and we are committed to providing our services within a private and secure framework at all times ensuring that we comply with all relevant legislation concerning such matters.

Apprenticeships Are Us Limited in its course of providing its services collects a great deal of information from job seekers and host employers and is bound by the NSW Privacy and Personal Information Act of 1998 as to its proper use at all times. You can be assured by dealing with us that your information will be treated according to this legislation by all staff.

**Collection:**

Apprenticeships Are Us Limited collects personal information for the purpose of providing group training usually by interviewing and testing applicants.

The types of information that is collected includes names, address, telephone, e-mail and facsimile numbers, date of birth, driver's license details and health information, test scores and other answers to questions we ask.

All applicants are advised that they may wish not to provide this information but that a certain basic amount of information is necessary for us to properly assist them in their endeavours.

**Usage and Disclosure and Security of Information:**

The information that is collected by us will be used for the sole purpose of assessing your application for a job advertised or for general assessment of your application where there is no job currently available.

We will at sometimes reverse market your information without your name being supplied to current clients (employers) who are genuinely seeking applicants for jobs that they have available. We will ensure that our clients use this information in a private and confidential matter and will only present your name and further details if there is genuine request for an interview and if you have been contacted are happy for this to proceed.

Your information may from time to time be also given to other parties for example Registered Training Organisation and or Government departments for assessment for their needs. This information will be subject to the utmost care and confidentiality as above.

If you provide your email address to us it will only be used with your consent for us to send you information on job opportunities. If for whatever reason you do not agree with the use of your information, then you need to contact us and will take all necessary steps to ensure that this does not occur.

We will make every effort to ensure that the information we collect from you is kept up to date, is accurate and is continually kept up to date.

We will make every effort to ensure that your information is kept in a secure environment. This may include being stored on our computer system across various users as well as kept under lock and key where appropriate access will only be provided to authorised staff at all times.

**Your Rights to request your information:**

All parties have rights to obtain a copy of this Privacy Policy from the Apprenticeships Are Us Limited website at [www.apprus.com.au](http://www.apprus.com.au) or by contacting the company.

All parties may request access to their personal information held by Apprenticeships Are Us Limited Contacting us. We may not provide access to the personal information where we are permitted to refuse to provide such access under the Privacy Act. If we are notified that personal information we hold is not accurate, complete or up to date then we will take action to correct the Information.

**Our Website- Cookies**

Our website located at [www.apprus.com.au](http://www.apprus.com.au)

Cookies are files that help identify you when you have visited our website. We do not use these files to collect personal information however you may want to adjust your web based browse to turn this function off when visiting our website. Our site may from time to time contain links to other sites that you may visit. We cannot be responsible for their privacy policies and ask that you pay attention to this when visiting other sites.

**Further Information:**

If you have any issues, complaints and question on our Privacy Policy or feel that your information has not been handled as per the Policy you should contact us immediately for a resolution to this matter.

Pease contact in the first instance your account manager /field officer or the Chief Executive by calling on 02 -9891 6900 or by emailing [pperdikaris@apprus.com.au](mailto:pperdikaris@apprus.com.au)