



Privacy Statement

Real Time is committed to safeguarding personal information collected from candidates when they first register with us, when we evaluate their skills, when we match them to jobs and when we put them forward to our clients. Personal information held by us is available for review by the individual in accordance with the provisions of the Privacy Act.

We will only collect information that is relevant for our purposes and we will not transfer your information without your permission. We safeguard your information in our highly secure database for as long as is necessary, and will destroy it when it is no longer useful to us or when requested to do so. We do not sell, trade or rent your information to other parties.

Collection of Personal and Sensitive Information

You may supply your information by sending us your CV or other contact details; by applying for a position; by registering on our website or by making your information publicly available. We may collect information indirectly from referees or other parties. Where you do not supply us with your information, we will endeavour to advise you of the purposes of collecting this information.

Information that may be collected includes all information that may be required during the recruitment and contracting process; and all the information that would normally be transferred between an employer and an employee in an employment relationship, including without limitation Tax File Number, bank details and immigration information. We only collect sensitive information where it is relevant to a position, and will generally do so with your prior consent. Should you choose not to provide us with your information, or certain pieces of information, you may limit our ability to place you in the job you are seeking.

Use of Information

Your information will be stored on our secure internal database and/or internal paper filing system and may be accessed by our consultants in order to aid in the recruitment and contracting process. Your information is collected in order to assess your skills, experience and suitability for positions held by our clients, whether that is now or in the future.

Disclosure of Information

During the recruitment process we may ask for your permission to disclose certain information to our clients. This request may be made in writing, via the telephone, or by electronic means. If you indicate that you wish to be considered generally for available positions, your consent will be taken as given. Your information may also be disclosed to referees or to our associated companies. We may disclose your information without your consent where:

- we reasonably believe it is necessary to assist an enforcement body to perform its functions
- we suspect that an unlawful activity has been, is being or may be engaged in and the personal information is a necessary part of our investigation or reporting of the matter
- we reasonably believe it is necessary to prevent a threat to life, health or safety
- we are authorised or required by law to do so (e.g. where the information is required by bodies regulating us or in response to subpoenas or warrants)

Access to and correction of information

The Privacy Act sets out your rights to see and have a copy of personal and sensitive information about you that we hold. If you wish to exercise this right, please contact our Privacy Officer on 9032 2800 or email jayne@realtimeaustralia.com

We may endeavour to contact you from time to time in order to update your information. If you choose not to respond to such contact, we cannot guarantee the accuracy or completeness of your information.

Queries and complaints

If you have a query or complaint about the way your information is being handled, please address it in the first instance to our Privacy Officer, 33-39 Riley Street, Woolloomooloo, NSW, 2011.

We will respond to your inquiry as soon as possible. Should you be unsatisfied with the outcome of this complaint, please contact the Office of the Federal Privacy Commissioner. The Office is located at Level 8, Piccadilly Tower, 133 Castlereagh Street, Sydney, NSW, 2000 (Telephone Number 1300 363 992).