



# Privacy Policy

**Cirql Solutions Pty Ltd**

**Effective Date: 1 March 2025**

Cirql Solutions Pty Ltd ("Cirql", "we", "our", "us") is committed to protecting the privacy of individuals and handling personal information in compliance with the Australian Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This Privacy Policy outlines how we collect, use, disclose, and protect personal information.

## 1. Information We Collect

We collect and process personal information necessary to provide recruitment and talent advisory services, including:

- **Candidate Information:** Name, contact details, employment history, education, skills, references, and other job-related details.
- **Client Information:** Contact details, company details, job descriptions, and hiring preferences.
- **Website and Communications Data:** When you visit our website or engage with us via email, phone, or social media, we may collect information such as your IP address, browser type, and usage patterns.

## 2. How We Collect Personal Information

We collect personal information:

- **Directly from you** (e.g., when you submit a resume, apply for a job, or communicate with us).
- **From third parties** (e.g., referees, professional networking sites like LinkedIn, job boards, or publicly available sources).
- **Through our website** (e.g., via contact forms, cookies, and analytics tools).

## 3. Purpose of Collecting Personal Information

We collect personal information to:

- Facilitate recruitment, job placement, and career advisory services.
- Provide consulting and talent advisory services to businesses.
- Communicate with candidates, clients, and stakeholders.
- Improve our services, marketing efforts, and website user experience.
- Comply with legal obligations and regulatory requirements.

## 4. Disclosure of Personal Information

We may disclose personal information to:

- Employers and clients seeking talent.
- Third-party service providers who assist in our operations (e.g., IT providers, CRM systems, and background-check services).
- Regulatory bodies where required by law.
- Professional advisors such as accountants, lawyers, and auditors.

We do not sell, rent, or trade personal information to third parties.

## 5. Security of Personal Information

We take reasonable steps to protect personal information from loss, misuse, unauthorised access, modification, or disclosure. Security measures include:

- Secure IT systems and data encryption.
- Access controls and confidentiality agreements.
- Regular data protection reviews and security audits.

## 6. Access and Correction of Personal Information

You have the right to:

- Request access to the personal information we hold about you.
- Ask for corrections if you believe the information is inaccurate or incomplete.

To request access or correction, contact us at [admin@cirql.com.au](mailto:admin@cirql.com.au)

## 7. Cookies and Website Tracking

Our website may use cookies and analytics tools to improve user experience. You can adjust your browser settings to disable cookies, though some features may not function properly.

## 8. Overseas Data Transfers

In some cases, we may transfer personal information to overseas service providers (e.g., cloud storage providers). We take reasonable steps to ensure appropriate data protection measures are in place.

## 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on our website with the effective date noted.

## 10. Contact Us

For privacy-related inquiries, requests, or complaints, please contact: **Cirql Solutions Pty Ltd**

**Email:** [admin@cirql.com.au](mailto:admin@cirql.com.au)

**Phone:** 0421 068 789

**Website:** [www.cirql.com.au](http://www.cirql.com.au)

We will respond to privacy inquiries within a reasonable timeframe and take appropriate steps to resolve any concerns.