

# Kapital Consulting

## Privacy Policy



Prepared by  
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FOUNDER AND DIRECTOR

## Summary

Kapital Consulting is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aoic.gov.au](http://www.aoic.gov.au)

## What is personal information

Personal Information is information or an opinion that identifies an individual. We collect the information necessary to be able to find available opportunities and further information needed to assess your eligibility through the different stages of the executive search process. This information can include CVs, names, addresses, email addresses, phone numbers, identification documents to establish right to work, educational records, work history, salary information, employment and references.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website [www.kapitalconsulting.com.au](http://www.kapitalconsulting.com.au), from your website, from cookies, from media and publications, from other publicly available sources and from third parties such as linkedin and seek advertising. We don't guarantee website links or policy of authorised third parties.

## Why we collect personal information

We collect your Personal Information for the primary purpose of providing recruitment services to you, providing information to our clients and marketing. We use your personal data to match your skills, experience and education with a potential employer. We will initially collect basic information on you such as contact details, job role and experience and then pass some of this data on to the client in search of personnel. If you are chosen by the client and go through to the next stage we will then be collecting more information from you at the interview (or equivalent) stage and onwards in that manner. If you are receiving coaching from us, we use your personal data in order to understand more about you and to assist you with understanding your skills and areas for improvement or future opportunities and options.

We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Disclosure of Personal Information**

We share personal information with potential and actual employers, referees and clients of Kapital Consulting. Our clients belong to various industry sectors and are located worldwide.

We may also conduct checks on you to verify the information you have provided and where we do this we may share your information with educational institutions or professional membership organisations.

We generally provide candidate information to prospective employers only where the candidate has requested or otherwise consented, we do so. However, where we are engaged to conduct confidential searches for management and senior executive positions, candidate information (such as name and publicly available career details) may be provided to the client without a candidate's prior request or knowledge.

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

## **Security of Personal Information**

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

We only retain your information for as long as is necessary for us to use your information as described above or to comply with our legal and contractual obligations. However, please be advised that we may retain some of your information after you cease to use our services, for instance if this is necessary to meet our legal obligations, such as retaining the information for tax and accounting purposes.

## **Access to your Personal Information**

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

Kapital Consulting will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

## **Maintaining the Quality of your Personal Information**

Before even typing your report, first take the time to consider who the report is for. One good rule of thumb to remember is that the higher up the stakeholder is in the organizational ladder, the more succinct the report needs to be.

With the myriad of metrics social media marketers have access to, it's tempting to drown your audience in numbers. While figures aren't bad per se, you do have to make sure that these are relevant to the role of those receiving the report. Strive to tell the story behind the numbers by including learnings or insights.

## **Policy Updates**

This Policy may change from time to time and is available on our website.

## **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy please contact us at: [info@kapital.com.au](mailto:info@kapital.com.au) or on **02 8319 3338**