

Privacy Policy

Last Reviewed – 1st March, 2014

Privacy Statement

Arete Executive is committed to ensuring the privacy, confidentiality and security of your information. Arete Executive complies with the Privacy Amendment Act 2012 and the 13 Australian Privacy Principles (APPs) . This policy explains Arete Executive's approach to its information collection and handling practices.

Information collected and the permission process

Arete Executive collects personal information directly from you, and/or from your current and past employer/s. Personal information is collected for use by Arete Executive in conducting its business. We use the personal information you give us for the recruitment process to assess your suitability for employment opportunities and to send you up-to-date information about new recruitment opportunities and affiliated Arete Executive services and products.

Information collected would be typically for the recruitment process and the provision of Arete Executive products and or services. Personal Information may include your name, contact details, citizenship, qualifications, date of birth, occupation, gender. We may also need to seek information from third parties such as referees during the recruitment process. As we require your permission to collect this information, unless you express otherwise, we presume consent has been given as part of the business relationship.

In some instances, e.g. for the purposes of obtaining security clearances, we may also be required to collect sensitive information such as criminal records, or for insurance purposes, we may need medical records. Under these circumstances, Arete Executive will seek your express permission prior to obtaining the information.

If you do not provide all the information requested, we might not be able to represent you to future employers.

Information Disclosure

Arete Executive will not disclose your personal information to parties outside of Arete Executive without your consent. Such consent can be either expressed or implied. We will always gain your approval to present your personal information to any potential employer.

In conducting its business, the information provided by you may be disclosed to Arete Executive's agents, contractors or third party service providers who provide administrative, telecommunications, computer or other services to Arete Executive in connection with the operation of its business and who are under duty to Arete Executive to keep such information confidential and secure.

Arete Executive does not sell or disclose personal information to third parties for the purpose of allowing them to direct market their products and services to you.

Information Security

Arete Executive maintains strict standards and security procedures to prevent unauthorised access to you personal information and to ensure the correct use of information. Arete Executive will take reasonable steps to de-identify, delete or destroy personal information that is no longer required.

You can access and correct the personal information we hold about you. Please contact us in writing:

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