

## **THE INTERVIEW GROUP PRIVACY POLICY - July 1, 2014**

At The Interview Group, privacy of personal data is paramount. We are committed to holding ourselves to the high standards contained in the National Privacy Principles as set out in the Privacy Act 1988 (Cth).

The Interview Group's collection, use and disclosure of personal information is set out below:

### **What Personal Information does The Interview Group collect and why?**

Your company provides The Interview Group with certain personal information such as contact details in order for us to arrange and conduct your interview. In addition, they may provide information that relates to aspects of your employment including your performance and potential ratings. During the course of the interviews we collect your views and opinions on a variety of issues including management, organisation behaviours and policies and your reasons for leaving the organisation.

The purpose of collecting this information is to assist your organisation to analyse and assess their relevant human resource outcomes, practices and policies with a view to improving staff retention and other human resource outcomes.

### **How The Interview Group may use your Personal Information**

The personal information you provide to The Interview Group may be used for a number of purposes connected with our business operations, which include:

1. The Interview Group will use the contact information provided by your employer in order to arrange an interview or, after completion of an interview, to seek additional information related to your interview.
2. Subject to the disclosure permissions you provide, your feedback may be used to produce an individual report that includes the specific information you provided during your interview. This report will be identified with your name on the cover along with the disclosure permissions you grant.
3. Your information may be aggregated in reports that provide statistical summaries of interview responses where 4 or more employee responses meet the selection criteria for inclusion in that report. These reports may be produced and distributed within your organisation.
4. Your information may be included along with data collected from other organisations for the purpose of creating benchmark reports that aggregate interview data across various sectors or items of interest contained in the interview data. Such reports may be sold to third parties

and may be supported by a media campaign. Under no circumstances will these reports contain information which would allow you to be specifically identified.

5. You will be emailed a quality control survey at the completion of your interview. This email may also contain marketing material relating to current or future services provided by The Interview Group or offers related to business development initiatives at the time. After your departure from the organisation you will not be subsequently contacted for these purposes.

We will not use your information for purposes other than described above unless we have your consent or there are specified law enforcement or public health and safety reasons.

### **Sharing your Personal Information**

The Interview Group may disclose or receive personal information or documents about you where it is required to do so by law. This may include law enforcement agencies who require our assistance in the prevention of criminal activities or where serious criminal activity has been reported to us during your interview.

The Interview Group will share your interview responses with those members of your organisation to whom you have specifically granted permission to receive your report or to have it debriefed with them. These permissions will be clearly printed on the cover of any such report prior to being provided to your nominated recipients.

Unless you consent, we will not disclose your personal information to third parties.

### **Security of your Personal Information**

We will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete, up-to-date and stored in a secure environment protected from unauthorised access, modification or disclosure.

### **How to access your Personal Information**

Upon your request, The Interview Group will take reasonable steps to let you know, generally, what sort of personal information we hold, for what purposes and how we collect, use and disclose that information.

Upon your request, The Interview Group will provide access to your personal information we hold, except in certain prescribed circumstances, including emergency situations, specified business imperatives and law enforcement or other public interests. The Interview Group will be under no obligation to provide to you a copy of your report in material or electronic form as such reports contain proprietary intellectual property of The Interview Group. However, will cooperate to provide you with

specific details of your interview responses and if requested make amendments based on your direction.

**How to contact us**

If you have any queries or concerns, please contact us on (02) 8821 7400 during business hours.