

Privacy Policy

empire group 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.aaic.gov.au.

This Privacy Policy governs the manner in which empire group collects, uses, maintains and discloses information collected from users (each, a "User") of the www.empiregroup.com.au website ("Site"). This privacy policy applies to the Site and all products and services offered by empire group.

Personal identification information

We may collect personal identification information from users in a variety of ways, including, but not limited to, when users visit our site, register on the site, apply for our jobs through third party websites, and in connection with other activities, services, features or resources we make available on our Site. Users may be asked for, as appropriate, name, email address, mailing address, phone number, resume, referees and proof of work rights. Users may, however, visit our Site anonymously. We will collect personal identification information from users only if they voluntarily submit such information to us. Users can always refuse to supply personal identification information, except that it may prevent them from engaging in certain Site related activities.

Non-personal identification information

We may collect non-personal identification information about users whenever they interact with our Site. Non-personal identification information may include the browser name, the type of computer and technical information about users means of connection to our Site, such as the operating system and the Internet service providers utilized and other similar information.

Web browser cookies

Our Site may use "cookies" to enhance user experience. User's web browser places cookies on their hard drive for record-keeping purposes and sometimes to track information about them. User may choose to set their web browser to refuse cookies, or to alert you when cookies are being sent. If they do so, note that some parts of the Site may not function properly.

How we use collected information

empire group collects and uses Users personal information for the following purposes:

To process applications

- We may use the information Users provide about themselves when applying for a particular position or any future potential positions. We do not share this information with our clients or outside parties without prior consent from users in writing, email or text messages.

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To send periodic emails

- The email address users provide will only be used to respond to their inquiries, and/or other requests or questions or related service information including company news and updates.
- 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.

How we protect your information

We adopt appropriate data collection, storage and processing practices and security measures to protect against unauthorised access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data stored on our Site.

Access to your personal information

In most cases, you can gain access to the personal information in writing or by email that empire group holds about you, subject to some exceptions allowed by law. If you would like to check or amend your contact details, please contact us. We will deal with all requests for access to personal information within 30 days after the request is made.

Sharing your personal information

We do not sell, trade, or rent users personal identification information to others. We may share generic aggregated demographic information not linked to any personal identification information regarding visitors and users with our business partners, trusted affiliates and advertisers for the purposes outlined above.

Third party websites

Users may find other content on our Site that link to the sites and services of our partners, suppliers, advertisers, sponsors, licensors and other third parties. We do not control the content or links that appear on these sites and are not responsible for the practices employed by websites linked to or from our Site. In addition, these sites or services, including their content and links, may be constantly changing. These sites and services may have their own privacy policies and customer service policies. Browsing and interaction on any other website, including websites which have a link to our Site, is subject to that website's own terms and policies.

Disclosure of Personal Information

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.

Complaints

empire group has a privacy complaints process.

If you have a complaint about how we have handled your personal information, please provide our Chief Operating Officer who also acts as our Privacy Officer with full details of your complaint and any supporting documentation:

- by e-mail at administration@empiregroup.com.au or
- by letter to Privacy Officer, c/- empire group, Level 17, 324 Queen Street, Brisbane QLD 4000
- Our Privacy Officer will endeavour to:
 - provide an initial response to your query or complaint within 10 business days, and
 - investigate and attempt to resolve your query or complaint within 30 business days or such longer period as is necessary and notified to you by **empire group**.

Changes to this privacy policy

empire group has the discretion to update this privacy policy at any time. We encourage Users to frequently check this page for any changes to stay informed about how we are helping to protect the personal information we collect. You acknowledge and agree that it is your responsibility to review this privacy policy periodically and become aware of modifications.

Your acceptance of these terms

By using this Site, you signify your acceptance of this policy. If you do not agree to this policy, please do not use our Site. Your continued use of the Site following the posting of changes to this policy will be deemed your acceptance of those changes.

Contacting us

If you have any questions about this Privacy Policy, the practices of this site, or your dealings with this site, please contact us at:

empire group

Level 17 324 Queen Street Brisbane QLD 4000

07 3231 1200

administration@empiregroup.com.au