

Kenmore Health Recruitment Privacy Policy

Kenmore Health Recruitment Pty Ltd is committed to protecting the privacy of our clients, employees and potential candidates. We collect and use personal information to provide our services, and we take steps to ensure that your information is secure and confidential.

What information do we collect?

Kenmore Health Recruitment Pty Ltd collects personal information from our clients and candidates, including:

- Name
- Contact information (including phone number, email address, address)
- DOB
- Education and employment history
- Ahpra registration details
- Next of Kin (NOK) details
- Skills and qualifications
- References
- Bank details, superannuation details, TFN details

How do we use your information?

Kenmore Health Recruitment Pty Ltd uses your information to provide our services, including:

- Assessing applicant suitability for employment and placement
- Appropriately matching qualified candidates with available contracts with clients
- Communicating with potential applicants, employees and clients
- Processing payments, paying superannuation and tax
- Complying with legal and regulatory requirements
- Kenmore Health Recruitment Pty Ltd may also use your information for marketing purposes, such as sending you email updates about our services. You can opt out of marketing communications at any time by clicking the "unsubscribe" link at the bottom of any email.

Who has access to your information?

Kenmore Health Recruitment Pty Ltd employees who need access to your information to provide our services may have access to your information. Kenmore Health Recruitment Pty Ltd may also share your information with third-party service providers who help us provide our services, such as payroll processing companies and marketing agencies. These third-party service providers are required to keep your information confidential and to use it only for the purposes for which it was shared. Kenmore Health Recruitment Pty Ltd may also disclose your information if required to do so by law or in the good faith belief that such disclosure is necessary to:

- Comply with a legal obligation
- Protect the rights or property of KHR
- Protect the safety of our employees, clients, or the public
- Investigate potential fraud or other illegal activity
- Respond to a request from a government agency

How do we protect your information?

Kenmore Health Recruitment Pty Ltd takes steps to protect your information from unauthorized access, use, disclosure, alteration, or destruction. These steps include:

- Using secure physical and electronic facilities
- Restricting access to your information to authorized employees
- Enforcing security policies and procedures
- Using encryption and other security technologies

Your rights

You have the right to access your personal information that Kenmore Health Recruitment Pty Ltd holds. You also have the right to request that Kenmore Health Recruitment Pty Ltd correct any inaccuracies in your information. If you would like to exercise these rights, please contact us at admin@kenmorehealthrecruitment.com.au

Changes to this policy

Kenmore Health Recruitment Pty Ltd may update this policy from time to time. Any changes to this policy will be made available on request.

Contact us

Admin@kenmorehealthrecruitment.com.au
www.kenmorehealthrecruitment.com.au