

Privacy Policy

Email Communication

All HM Origins email communications contain information that is confidential.

The information contained in our emails and any attachments are intended for the named recipients. It may contain privileged confidential information. If you are not an intended recipient, please delete the message and any attachments and notify the sender of mis-delivery by return email. Any use or disclosure of the contents of either is unauthorised and may be unlawful. All liability for viruses is excluded to the fullest extent permitted by law.

HM Origins does not represent, warrant and/or guarantee that the integrity of the email communication has been maintained, nor that the communication is free of errors, viruses, interception or interference. Before opening or using attachments check them for viruses and defects.

Privacy Policy

This Privacy Policy Statement sets out the policy of the HM Origins Pty Ltd, its related entities with respect to the way in which we obtain, use and disclose information about you.

We adopt and are bound by the Australian Privacy Principles ("APPs") contained in the Privacy Act 1988 (Cth) ("the Act").

We understand and appreciate that you are concerned about privacy, particularly in relation to the use and disclosure of Personal Information. We are committed to providing a high level of privacy in relation to all Personal Information that is collected by us.

Your Consent

You consent to your Personal Information being used in accordance with this Privacy Policy Statement by any one or more of the following:

by communicating with us or by continuing to request our services, including but not limited to by attending one of our offices, making enquiries via internet, email or phone;

by visiting our website or participating in an online enquiry;

by visiting any website or social media site established by us, including but not limited to Facebook, Twitter, Instagram, Google+, Youtube and Linked In (“Social Media Sites”); and

by participating in any activity on a Social Media Site including but not limited to entering competitions, subscribing to our blog, posting, pinning or uploading any material on any Social Media Site, following, liking and/or commenting on us or anything on any Social Media Site (“Social Media Activity”).

What is Personal Information?

For the purposes of this Statement, “Personal Information” is information or an opinion about an identified individual or an individual who is reasonably identifiable, whether or not the information or opinion is true and whether or not it is recorded in a material form.

What Personal Information do we collect from you?

The type of personal information that we collect from you will depend on how you use our website. You can be certain that the information we receive about you will be treated as strictly confidential.

Personal Information may be collected as follows:

Resume/CV and cover letter; Copies of any relevant qualifications, tickets or licences;

Proof of right to work in Australia; Proof of identity;

Reference check reports; Application forms;

Workcover claims history; Sensitive information of individuals

How do we collect your Personal Information?

When you make a general or specific telephone enquiry. When you engage us or discuss engaging us to provide services or advice to you. When you provide to us or we collect your business card;

when you visit our website and complete an on-line enquiry or a form for the purpose of requesting and/or accessing certain services on our website. When you send an email to us through analysis of the Social Media Sites conducted by us or by third parties on our behalf;

any other collection of or incidental or directly or indirectly related to the services we may be able to provide to you.

Purposes for which we collect, hold, use and disclose personal information

The information that we collect, hold, use and disclose is typically used for recruitment functions, statistical purposes, marketing services to you and statutory

HM Origins and its representatives will never unnecessarily exchange your personal or business information with any third party for any reason, unless compelled by force of law.

By engaging in any Social Media Activity on our Social Media Sites, you agree to and are subject to the terms and conditions of such Social Media Sites. Any Personal Information pinned or posted or uploaded by you onto Social Media Sites can be disclosed in accordance with the terms and conditions and privacy policies of such Social Media Sites.

Generally, photos and other material pinned or posted to Social Media Sites will be able to be viewed by the general public. Such photos and other material may be re-pinned and re-posted by others indefinitely and will be visible by anyone visiting the locations to which the photos or other material have been re-pinned. You may be able to remove the photos or other material that you have pinned or posted from the location at which you pinned or posted it. However, any material that has been re-pinned will be out of our control and neither you nor we will be able to remove it from any re-pinned location. We are not responsible for any material that has been re-pinned or re-posted.

We reserve the right to remove any photos, comments or other material that is in any way inappropriate or offensive (in our opinion) from our Social Media Sites.

Security

We are committed to ensuring the security of your Personal Information and we will take all reasonable steps to protect this Information from misuse, interference, loss, unauthorised access, modification or disclosure, including:

Ensuring the physical security of our premises and databases/records. Restricting access to personnel who need that information in order for us to be able to provide our products and services; and

Industry standard technological measures, such as computer passwords, data back-up, anti-virus software and firewalls. We will take all reasonable steps to ensure the Information is accurate and up-to-date and relevant for the purposes for which it may be used pursuant to this Privacy Policy.

What to do if you believe the information we hold about you is inaccurate

If you believe that any information that we hold about you is inaccurate or out of date, please contact us and we will review the relevant information.

How to contact us if you wish to discuss this policy

If you wish to discuss any aspect of this policy please contact us at Admin@hmorigins.com.au