



Privacy Policy – 3D Commercial Pty Ltd

3D Commercial Pty Ltd (ABN 90 634 886 356) understand the importance of privacy to you. 3D Commercial has adopted this Privacy Policy, as we recognise the right of our clients and candidates to keep their personal information private.

This Privacy Policy covers 3D Commercial's treatment of personally identifiable information that we collect or hold. Like many other organisations, 3D Commercial must comply with the Australian Privacy Principles contained in the Privacy Act in dealing with personal information.

1. The Information We Collect

3D Commercial may collect information about you, such as your name, contact details, resume, skills, qualifications, right to work in Australia, professional association memberships or accreditations, your employment history, and past responsibilities. We may also collect this and other types of personal information, such as references and employment objectives during the course of dealing with you, for example if you are considered for a particular position.

Where practicable, the purpose for which we collect personal information and the consequences of not providing it will be made clear at the time of collection.

Individuals who are not registered with 3D Commercial can generally visit the 3D Commercial websites without revealing who they are or other personal information. If you provide us with personal information through the 3D Commercial website, we may log your usage of 3D Commercial's site for the purposes below.

2. How We Use Your Information

3D Commercial will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. Generally, we will only use and disclose your personal information:

- to establish and maintain your relationship as a client or candidate of 3D Commercial, including providing you with interviews, newsletters, reports and other information;
- to provide the services you have requested from 3D Commercial;
- to answer your inquiry;
- to register you for events, promotions or competitions;
- to assist us to make 3D Commercial's services more valuable to our clients and candidates;
- for direct marketing of products or services and to keep you informed of new developments, we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further marketing communications;
- to third parties where we have retained those third parties to assist us to provide the services you have requested, such as psychometric evaluations or other skills tests and, in the case of candidates, to prospective contractors/employers with your prior consent;



- to third parties who provide services to us such as IT consultants, mailing houses and function coordinators; and
- to different parts of 3D Commercial, to enable the development and marketing of other products and services, to improve our customer service in general and where there may be opportunities overseas.

3. Access To Your Information

You can access the personal information that 3D Commercial holds about you by contacting 3D Commercial as set out below. We will provide you with access to your personal information unless we are legally authorised to refuse your request. We may charge a reasonable amount for providing access.

If you wish to change personal information that is out-of-date or inaccurate, please contact us. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete, or out of date.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

4. Security

3D Commercial will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in a secure server or secure files.

The Internet is not always a secure method of transmitting information. Accordingly, while we have sought to protect your personal information by implementing digital security systems in various sections of our website, 3D Commercial cannot accept responsibility for the security of information you send to or receive from us over the Internet, or for any unauthorised access or use of that information.

Sensitive data provided in paper form, is scanned to retain a digital copy for purposes of the application, and the original is placed in a secure bin (locked), which is collected monthly for shredding (mobile services).

5. Changes To This Privacy Policy

3D Commercial may amend this Privacy Policy from time to time. We suggest that you visit our website regularly to keep up to date with any changes.

Contact Us

If you would like any further information, or have any queries, problems or complaints relating to 3D Commercial's Privacy Policy or our information handling practices in general, please contact us by e-mailing info@3dcommercial.net.au, calling +61 (0) 478 178 737 or writing to 3D Commercial, 245 St Kilda Road, St Kilda, Vic 3182.