

Privacy Collection Statement

Aspire2 by Switch Education Recruitment Pty Ltd

For all references and purposes, "Aspire2" refers to Switch Education Recruitment Pty Ltd, as it is a specialist division of this company.

Introduction

Aspire2 by Switch Education Pty Ltd ("Aspire2," "we," "us," or "our") values your privacy and understands the importance of protecting your personal information. We are committed to complying with the Australian Privacy Principles as outlined in the Privacy Act 1988 and other relevant legislation.

If you have any objections to this Privacy Collection Statement, please refrain from accessing or using our website(s) and do not submit your resume or any personal information to Aspire2 or our subsidiary divisions.

Collection of Personal Information

We may collect a range of personal information from you, which may include sensitive details (e.g., medical or criminal history) and everyday information (e.g., address and contact details). This information may also include opinions from others about your work performance, qualifications, and aptitude test results. We collect only the information that is necessary for our business functions and activities, ensuring it is relevant and lawful.

Types of Information We Collect

When you interact with Aspire2, we typically collect the following types of personal information:

- Your name
- Contact details, including address and phone number
- Employment history
- Bank account details and Tax File Number (once employed)
- Opinions from referees and interview feedback
- Any other information provided by you in resumes or communications with our representatives

How We Obtain Your Information

Most of the personal information we collect is directly from you, such as when you visit our website, submit a resume, or communicate with our representatives (via phone, email, or in person). We may also gather information from third parties, including employment websites, referees, and professional networks.

Purpose of Collecting Your Information

Aspire2 collects personal information to fulfil our business functions and obligations, including but not limited to:

- Assessing your suitability for employment opportunities
- Contacting you about relevant job openings
- Submitting your details to clients for potential positions
- Complying with legal requirements such as taxation and superannuation
- Administering payments and managing benefits
- Conducting marketing activities, research, and notifying you of relevant events

Security of Your Information

Your personal information may be stored electronically or in hardcopy form. We have implemented security measures to safeguard your information against unauthorised access, misuse, loss, or alteration. This includes secure storage on devices such as mobile phones or laptops used by authorised personnel.

Cross-Border Data Transfers

Personal data may be transferred and processed in countries where we operate or engage service providers. These transfers are conducted to support our service delivery and may involve countries with different data protection laws. We ensure that such transfers comply with applicable Australian privacy laws.

Use and Disclosure of Your Information

Your personal information may be disclosed to:

- Prospective employers or entities seeking to fill positions
- Internal staff responsible for business processes
- Partners or suppliers assisting with research, development, or infrastructure
- Related entities for benefits administration (e.g., training, superannuation)
- Referees, insurers, and regulatory bodies as required by law or with lawful entitlement

Legal Obligations

In some instances, we may be legally obligated to collect, use, and disclose your personal information. This includes compliance with government regulations and specific industry requirements.

Accessing and Updating Your Information

You can access and update your personal information held by Aspire2 by contacting us at (08) 8377 7555. We rely on the accuracy of the information you provide and will assist you in maintaining its correctness to the extent permitted by law.

Social Media Code of Conduct

Aspire2 recognises that individuals may express themselves online through social media platforms. We expect all users to adhere to the following guidelines when engaging with our social media channels:

- Protect the privacy of individuals and organisations in compliance with privacy acts and laws
- Use polite and positive language. Constructive criticism is welcome, but defamation or discriminatory language will not be tolerated
- Obtain express consent before posting photographs or videos of Aspire2 staff, clients, or community members
- Adhere to anti-harassment and discrimination laws. Any discriminatory language will not be tolerated
- Refrain from spam, flaming, advertisements, or solicitations
- Respect trademark, privacy, copyright, and other laws governing content
- Keep comments relevant to the original post or topic
- Do not advocate or discuss illegal activities

Aspire2 reserves the right to remove any posts that breach these guidelines, regardless of the offender's awareness. Repeated violations may result in users being blocked from our social media groups.

Consent

By providing us with personal information, you consent to the collection, use, and disclosure of your personal information as contemplated by this Privacy Collection Statement.

Changes to our Privacy Collection Statement & Consent to Electronic Transactions

Aspire2 may update this Privacy Collection Statement from time to time.

Privacy Inquiries and Requests

Please contact (08) 8377 7555 if you wish to:

- Report any relevant notifiable data breach
- Request access to, find out more about, or seek amendment of your personal information held by Aspire2
- Inquire generally about your privacy rights and obligations
- Make a complaint regarding Aspire2's handling of your personal information