

## Privacy Statement

All personal information collected by KiloKore Pty Ltd is protected by the Privacy Act 1988. Further information about the Privacy Act is available on the Office of the Australian Information Commissioner's website.

This Privacy Policy explains KiloKore Pty Ltd's commitment to protecting the privacy of personal information. It applies to personal information collected by KiloKore Pty Ltd.

KiloKore Pty Ltd's Complete Privacy Policy.

Information we collect and how it is used.

KiloKore Pty Ltd achieves its overall objective of quality employment outcomes for Australian industry through:

- Effective working relationships with individuals, employment service providers, industry, community groups and other stakeholders
- auditing, research and analysis in order to maintain, protect and improve its services

KiloKore Pty Ltd collects personal information in order to properly and efficiently carry out its functions. KiloKore Pty Ltd only uses personal information for the purpose(s) for which it was given to KiloKore Pty Ltd and for directly related purposes (unless otherwise required by or authorised by law) or as consented to by the individual concerned.

### Communication - emails and electronic forms

KiloKore Pty Ltd's servers and databases may record your email address if you send KiloKore Pty Ltd a message online or in the event of utilising a contact subscription form. This information may be used to respond to your message, to contact you for the purposes as set out above under the heading Information KiloKore Pty Ltd collects and how it uses it or, where you have provided it to KiloKore Pty Ltd for the purpose of subscribing, to add you to the appropriate subscription service(s). However, your email address will not be added to any third party mailing list.

Where you choose to send KiloKore Pty Ltd a completed electronic form that includes your personal details, KiloKore Pty Ltd collects personally identifiable information such as name, address and email address.

The information collected by email or electronic forms will not be disclosed unless one of the circumstances described below under the heading Information Sharing has been satisfied.

### Log information (browsing)

When you use KiloKore Pty Ltd's online services, its servers automatically record information that your browser sends whenever you visit a website. These server logs may include information such as your information protocol address, the date and time of visit to the site, the pages accessed and documents viewed, the previous sites visited, the browser (agent) type, the browser language, and one or more cookies that may uniquely identify your visit.

### Website Analytics

- Cookies

KiloKore Pty Ltd's websites use cookies to identify unique visitors in order to improve services provided to you.

You may refuse the use of cookies by selecting the appropriate settings on your browser, however if you do this, you may not be able to use the full functionality of our websites.

- Analytics

KiloKore Pty Ltd uses analytics provided by Google Analytics to collect information about visitors to its website. It anonymously tracks how visitors interact with this website, including how they have accessed the site (for example from a search engine, a link, an advertisement) and what they did on the site.

KiloKore Pty Ltd uses reports provided by Google Analytics to help us understand website traffic and webpage usage. KiloKore Pty Ltd may also use Google Analytics Demographics and Interest Reporting to help us understand more about visitors to the site including Age, Gender, and Interest data.

### Access and alteration of records containing personal information

When you provide personal information in relation to KiloKore Pty Ltd's services, KiloKore Pty Ltd will allow you access to your personal information and will correct your personal information if it is inaccurate (subject to restrictions on such access or alteration of records under the applicable provisions of any law of the Commonwealth).

### Information sharing

KiloKore Pty Ltd only discloses personal information to third parties in the following circumstances:

- where you are reasonably likely to have been aware, or made aware by way of a privacy notice, that your personal information is usually passed to the relevant parties
- where you have consented to the disclosure of your personal information
- where the disclosure is required or authorised by or under law

### Information security

KiloKore Pty Ltd takes all reasonable steps:

- to protect the personal information held in its possession against loss, unauthorised access, use, modification, disclosure or misuse
- to ensure that, where it has given personal information to a contractor (that carries out a service for KiloKore Pty Ltd), the contractor complies with the Australian Privacy Principles in the Privacy Act.

### Data integrity

KiloKore Pty Ltd takes reasonable steps to make sure that the personal information it collects and stores is accurate, relevant, up-to-date, complete and not misleading.

### Changes to this policy

Please note that this Privacy Policy will be regularly reviewed and may change from time to time.

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