

Privacy Policy

Effective Date: 12 December 2023

1. Introduction

This Privacy Policy ("Policy") outlines the practices of Westgate Executive Search ("we", "us", or "our") regarding the collection, use, and disclosure of personal information from candidates and clients ("you") in connection with our executive search services.

2. Information We Collect

2.1 Candidates:

Identification and Contact Information: Name, date of birth, address, phone number, email address, resume/CV. Professional Information: Work history, education and training, skills, certifications, salary information, references. Assessment Information: Results from tests, assessments, or interviews conducted during the search process. Other Information: Any additional information you voluntarily provide, such as awards, publications, or professional affiliations.

2.2 Clients:

Identification and Contact Information: Company name, representative name, title, address, phone number, email address. Job Information: Job description, qualifications, salary range, hiring timeline, desired candidate profile. Feedback Information: Feedback provided on candidates or the search process.

3. How We Use Your Information

3.1 Candidates:

We use your information to match you with suitable job opportunities for which you are qualified. We may contact you to discuss potential opportunities or career development options. We may use aggregated data to analyse trends and improve our services. We may share your information with potential employers, but only with your prior consent.

3.2 Clients:

We use your information to find and present qualified candidates for your open positions. We may contact you to discuss your hiring needs and provide progress updates. We may use aggregated data to analyse trends and improve our services.

4. Legal Basis for Processing Your Information

We process your information based on the following legal grounds:

Legitimate Interest: To pursue our legitimate business interests, such as finding qualified candidates for clients and matching candidates with suitable job opportunities. **Consent:** Where required by law, we will obtain your explicit consent before processing your sensitive information. **Contractual Necessity:** To fulfill our contractual obligations to you, such as presenting candidates for your open positions.

5. Data Retention

We will retain your information for as long as necessary to fulfill the purposes outlined in this Policy and for legal or regulatory reasons. Once your information is no longer needed, we will securely dispose of it in accordance with NSW laws and regulations.

6. Sharing Your Information

We may share your information with third-party service providers who assist us in operating our business, such as IT providers, data analytics providers, psychometric testing agencies and background check companies. We will only share your information with these third parties on a need-to-know basis and ensure that they have appropriate safeguards in place to protect your information.

7. Your Rights

You have the following rights regarding your information:

Access: You have the right to access your personal information and request a copy of it. **Rectification:** You have the right to request the correction of inaccurate or incomplete information. **Erasure:** You have the right to request the deletion of your information under certain circumstances.

Restriction: You have the right to restrict the processing of your information.

Objection: You have the right to object to the processing of your information based on legitimate grounds.

Portability: You have the right to receive your information in a portable format.

To exercise any of these rights, please contact us at enquiries@westgatesearch.com.au or 02 90524954.

8. Security

We take the security of your information seriously and have implemented appropriate technical and organisational measures to protect it from unauthorized access, disclosure, alteration, or destruction.

9. Changes to this Policy

We may update this Policy from time to time. We will post any changes on our website and notify you by email or other appropriate means.

10. Contact Us

If you have any questions about this Policy, please contact us at enquiries@westgatesearch.com.au or 02 90524954.