

# Privacy Policy

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*Last updated: 19<sup>th</sup> May 2025*

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At Gybe Consulting, we are committed to protecting your privacy and handling your personal information with care, transparency, and respect. This policy outlines how we collect, use, disclose, and store your personal information, in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

## 1. Who We Are

Gybe Consulting is a recruitment agency based in Brisbane, Queensland. We specialise in connecting marketing, digital, and sales professionals with employers across Australia.

## 2. What Personal Information We Collect

We may collect the following types of personal information:

- Full name and contact details (e.g. phone, email, address)
- Employment history, CV, and qualifications
- Referee details and reference check information
- Right to work status and other identification documents
- Salary expectations and job preferences
- Notes from interviews or meetings
- Website or email interactions (e.g. IP address, browser data)
- Any other information relevant to a job application or recruitment process

## 3. How We Collect Information

We collect personal information directly from you when you:

- Apply for a job or submit your resume
- Speak with us via phone, email, or in person
- Register on our website or engage with us on LinkedIn
- Are referred to us by a third party or referee
- Participate in interviews or client recruitment processes

We may also collect information from publicly available sources and third-party platforms (e.g. SEEK, LinkedIn), where relevant and permitted by law.

#### **4. Why We Collect Your Information**

We use your personal information to:

- Assess your suitability for job opportunities
- Match you with roles aligned to your skills and preferences
- Communicate with you about roles, interviews, and feedback
- Provide recruitment services to our clients
- Conduct reference and background checks
- Comply with legal obligations

We only use personal information for the purposes it was collected, or as required or authorised by law.

#### **5. Disclosure of Your Information**

We may disclose your personal information to:

- Employers or clients we are recruiting on behalf of
- Referees you have nominated
- Background screening providers
- Legal or professional advisors
- IT and cloud service providers (e.g. recruitment software, email hosting)
- Government or regulatory authorities, where required by law

We will not disclose your personal information to overseas recipients without your consent, unless permitted under the APPs.

#### **6. Storage and Security**

Your personal information is stored securely in electronic systems that are protected by passwords, encryption, and firewalls. We take reasonable steps to prevent unauthorised access, misuse, or disclosure.

## 7. Accessing and Updating Your Information

You have the right to:


- Access the personal information we hold about you
- Request corrections to inaccurate or outdated information


To make a request, please contact us at the details below. We may need to verify your identity before actioning your request.

## 8. How to Contact Us

If you have questions or concerns about this privacy policy or how your information is handled, please contact:

Gybe Consulting

 [contact@gybeconsulting.com.au](mailto:contact@gybeconsulting.com.au)

 07 3062 9491

## 9. Complaints

If you believe we have breached your privacy rights, please contact us so we can investigate and respond.

If you're not satisfied with our response, you can contact the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au).