

# CBC Staff Selection

## Privacy Collection Notification for Clients

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At CBC Staff Selection, we value your privacy and are committed to protecting the personal information you provide to us. This notification explains how we collect, use, and disclose personal information from our clients in connection with recruitment services, business relationships, and related transactions.

For more details, please refer to our [Privacy Policy](#).

### What Information We Collect

We may collect personal information about you and your organisation, including:

- ▲ Contact details (e.g., name, phone number, email, job title).
- ▲ Business details, including company name, industry, and recruitment needs.
- ▲ Details of job vacancies and candidate requirements.
- ▲ Correspondence and records of interactions with CBC Staff Selection.
- ▲ Financial and billing information related to invoicing and payments.
- ▲ Feedback on candidates we have placed with you.

If you browse our website, we may collect non-identifiable data related to your visit for analytical purposes.

### Who Collects Your Personal Information?

Your personal information is collected by CBC Staff Selection for its own intended use. CBC Staff Selection is addressed at:

- ▲ Level 1, 55 Spence Street, Cairns 4870
- ▲ Level 1, 51 Sturt Street, Townsville 4810

Your personal information will be securely stored at CBC Staff Selection at Level 1, 55 Spence Street, Cairns 4870 and in secure cloud-based systems.

### How to Contact Us

If you have any questions about your information or wish to access or correct it, please contact us at [support@cbcstaff.com.au](mailto:support@cbcstaff.com.au).

### How We Use Your Information

Your personal information may be used for:

- ▲ Providing recruitment and staffing services tailored to your needs.
- ▲ Managing business relationships and contracts with your organisation.
- ▲ Matching candidates to job vacancies within your organisation.
- ▲ Processing payments, invoices, and financial transactions.
- ▲ Legal and regulatory compliance (e.g., tax and employment laws).
- ▲ Communicating updates, service offerings, and industry insights.
- ▲ Internal business development and marketing (where permitted by law and with your consent).

For details on how we use information for marketing purposes, refer to our [Privacy Policy](#).

### Who We Disclose Your Information To

We may disclose your personal information to:

- ▲ Candidates applying for positions at your organisation.



- ▲ Third-party service providers (e.g., IT service providers).
- ▲ Government and regulatory agencies where required by law.
- ▲ Professional advisers (e.g., legal, accounting, compliance consultants).
- ▲ Any person or entity with a lawful entitlement to the information.

We will not share your personal information with third parties for direct marketing purposes without your explicit consent.

### **Overseas Disclosure of Personal Information**

In most cases, we do not disclose client information overseas. However, in limited circumstances, if your organisation is based outside Australia or has international operations, some information may be shared with relevant stakeholders.

### **What Happens If You Do Not Provide Your Information?**

If you choose not to provide the required personal information:

- ▲ We may be unable to provide recruitment or staffing services to your organisation.
- ▲ We may be unable to communicate effectively regarding job placements.
- ▲ We may not be able to meet our contractual or regulatory obligations.

### **Accessing and Correcting Your Information**

You have the right to:

- ▲ Request **access** to your personal information.
- ▲ Request **corrections** if any of your details are inaccurate.
- ▲ For more details, see our **Privacy Policy**.

### **Electronic Transactions & Security**

We use secure electronic and hard copy methods to collect and store personal information. However, electronic transactions carry some risks. You should take appropriate steps to protect your personal data when using online services.

For more details, please refer to our [Privacy Policy](#).

### **Final Acknowledgment**

By continuing to engage with CBC Staff Selection for recruitment services, you acknowledge that you have read and understood this Privacy Collection Notification and consent to the collection, use, and disclosure of your personal information as described.

*Thank you for trusting CBC Staff Selection with your personal information.*