



Privacy Policy

Talegent Privacy and Compliance Policy

For more info, write to privacy@talegent.com

Client Confidential

Privacy and Compliance Policy

1. Roles and Responsibilities

- The Quality Officer will assist in the identification, implementation and maintenance of Talegent's information privacy policies and procedures in coordination with the Technology Director.
- The Quality Officer will be responsible for establishing and maintaining the compliance of the organisation's information security policies and procedures that support the Information Security Policy with legislative requirements and standards. An annual compliance review of legislation will be undertaken, particularly of new and changed legislation, to maintain the currency of the policies and procedures.
- It is the responsibility of the Quality Officer to annually perform information privacy impact assessments and work in coordination with the Technology Director to provide mitigation and resolution.

2. Privacy and Protection of Personally Identifiable Information

Talegent has an obligation to comply with all necessary legislation, laws, policies and standards associated with information security to preserve the confidentiality, integrity and availability of information assets owned or entrusted by the organisation.

- Personally, Identifiable Information (PII) shall be defined as any information relating to an individual that may be used either alone or in conjunction with other data to identify, locate, or contact an individual.
- Talegent collects both personal and non-personal information when a candidate completes an online assessment. Personal information is collected explicitly and voluntarily when they fill out the online forms. This may include your name, email address and phone number, as well as responses to questions which make up the assessment. The candidates have the right to request the modification or deletion of any personal information that is inaccurate. Non-personal information may also be gathered through the online assessment:
 - Computer's IP address
 - Web Browser used for the assessment
 - Dates and times that of assessment start and completion
 - This information is classified as Client Confidential Data (see 6.2 Information Classification above) and shall be handled with the highest level of confidentiality within Talegent offices.
- Non-personal information may be used by Talegent to improve or develop new assessments or products. Personal information recorded will be used:
 - For the evaluation of your suitability for an employment opportunity.
 - For analytical purposes to improve programs, services and content.
- Talegent employees shall comply with the Privacy Act in both Australia and New Zealand to ensure PII is handled with the utmost confidentiality. Any employee with access to confidential data who engages in unauthorised use, disclosure, alteration or destruction of data is in violation of this policy and will be subject to appropriate disciplinary action.

- Talegent will only share your information with the organization to which you are applying for a job and any of its suppliers who are involved in the application process.
- In compliance with the Privacy Act in both Australia and New Zealand, Talegent ensures:
 - Information is protected and safeguarded against the risk of loss and unauthorised access (see Backups Procedure and Security Incident Response Procedure)
 - Information collected is essential and necessary for the functions and activities of Talegent operations
 - Information obtained by Talegent shall only be used for what has been agreed by the owner of the information and shall not be used for any other purpose without formal consent from the owner
 - Information is not held longer than is necessary for the purposes of Talegent operations



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