



## Up's Privacy Policy

### UP'S COMMITMENT TO MAINTAINING YOUR PRIVACY

Up's Privacy Statement has been created because we value our users and recognise their right to keep personal information private. This statement discloses our information gathering and dissemination practices for all sites managed by Up.

### COLLECTING INFORMATION ON UP SITE VISITORS

Up collects information on our site visitors collectively including which sections of the site are most frequently visited, how often and for how long. This data is always used as aggregated, non-personal information. Up utilises this information to improve and enhance our services by monitoring the areas on the site which are most popular to you. This aggregated information may be shared with Up partners to provide them with an overview of how Up visitors use the site. This is done for the purposes of providing you with the best online career development services.

### IP ADDRESSES

Up's web servers gather your IP address to assist with the diagnosis of problems or support issues with our services. Again, information is gathered in aggregate only and cannot be traced to an individual user.

### COOKIES & APPLETS

Up uses cookies to provide you with a better experience. These cookies and applets allow you to use specific services such as Job Mail (an alert service which emails your chosen jobs), Application Tracker (to manage your job applications), to remember who you are for Auto Login if you choose this option and to remember your last search criteria for My Last Search.

Users who do not wish to receive cookies can instruct their web browsers to refuse them. However, doing so will prevent access to some areas of the site and limit your use of some of the Up services.

### THIRD PARTY MEASUREMENT

In order to better understand our users, Up utilises a third party measurement company to assess site traffic. A tracking code is used to collect the following information on the usage of the Up site:

- The number of page views (or page impressions) that occur on Up
- The number of unique visitors to Up
- How long these unique visitors (on average) spend on Up when they do visit
- Common entry and exit points into Up
- This aggregate, non-personal information is collated and provided to Up to assist in analysing the usage of the site. This data is also accessible by media organisations and research companies, for the purpose of conducting industry comparisons with other Internet websites.

### COLLECTING INFORMATION ON UP REGISTERED Members

As part of registering with Up, we collect personal information about you in order for you to take full advantage of Up's services. To do this it may be necessary for you to provide additional information to Up as detailed below.

### REGISTRATION

Registration is completely optional. However, registration for an online Public Profile and Up's various Membership services allows you to take advantage of more of the tools and resources that assist you in finding a job. Registration includes submitting your email address. You may access this information at any time by clicking 'My Profile'.

### **JOB MAIL & UNSUBSCRIBING**

Job Mail is an optional service. Up requests that you provide information relating to your employment preferences as well as your email address so that we may notify you via email of jobs specific to your needs. Users can modify or delete their Job Mail profiles at any time by going to the 'Subscriptions' tab of the site and unticking 'Job Alerts'. Members can also unsubscribe here from 'Job Strategies' and 'Articles' by simply unticking the respective boxes.

### **STORING YOUR RESUME**

Up registered Members may elect to store documents in their 'Document Library' area, and use those documents when applying for a job. Deleting a resume from your Library will mean it is no longer accessible to the registered member. Please note that deleted records may still be stored by Up in testing or backup systems for a period of time.

### **UP PROFILE**

Up provides registered Members with the option of creating a personal profile. A profile includes your resume, employment and educational history, contact details, minimum salary expectation and the classifications and locations ('Profile') registered Members would like to work in. Registered Members can choose to allow their Profile to be seen by Up clients who place job ads in matching classifications and locations. Registered Members' Profiles will remain anonymous until the Up client gains access to a registered Members resume and contact details with the approval of the Member. Up provides registered Members with the following privacy options in relation to the access allowed to their Profile:

### **HIDE OR DELETE PROFILE**

Registered Members can elect to hide their Profile, so Up clients cannot see Private Profile at all, whilst allowing the Profile to be stored in the My Account area of the site. Alternatively Registered Members can elect to delete their Profile. Deleting a Profile from the My Account area of the site will mean it is no longer accessible to the registered member. Please note that deleted Profiles may still be stored by Up in testing or backup systems for a period of time. All information provided when creating a Profile including name, sections of your resume, email address, telephone numbers, employment and educational history are used for the purposes of facilitating registered Members job seeking efforts. Registered Members can modify, hide or delete their details at any time by going to the 'My Account' area of the site. Up reserves the right to disable or delete a Profile at their sole discretion.

### **ONLINE APPLICATIONS**

Making an online application to a job or opportunity on UpSONAR is an optional service. Lodging Applications or submitting Approaches to Hiring Managers or other people of influence require you to complete mandatory fields being your 'First Name' and 'Last Name' so that the advertiser can identify and contact you. Your application, including attachments and cover letters are forwarded directly on to the relevant third party. This information may also be disclosed to Up's service providers and contractors from time to time who assist us to deliver our products and services. By applying to a position advertised on UpSONAR you are requesting that Up pass the information to the Advertiser or Employer (if not the Advertiser) as a part of your application.

### **COLLECTING SALARY SURVEY INFORMATION**

As part of providing an independent salary resource for job seekers, Up will encourage the public to participate in various surveys. Survey responses will be stored and the aggregated data used for general online searching and reporting purposes only. Individual responses will not be personally identifiable. No contact information will be collected. Salary survey responses will be submitted anonymously.

The only contact information that is collected will be in relation to survey respondents registering for the competition prize draw and/or signing Up to be notified when the Salary Reports are available. Providing email address information will not be associated with your survey responses and is completely optional.

### **EMAIL COMMUNICATIONS FROM UP**

Up also provides you with selected information about job seeking and career-related topics in our correspondence to Members. This free service is sent to registered Members and provides the option of

opting out of receiving these by changing your preferences in 'Subscriptions'. Up may also make you aware of additional products and services which form part of your relationship with Up.

#### **STORAGE & SECURITY OF PERSONAL INFORMATION**

Up takes all reasonable steps to ensure the security of our system. Up allows you to access your information at any time to keep it accurate and Up to date. Any information which we hold for you is stored on secure servers that are protected in controlled facilities.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by Up. However, Up will not be held responsible for events arising from unauthorised access of your personal information.

You can also play an important role in keeping your personal information secure, by maintaining the confidentiality of any password and accounts used on the UP site. Please notify us immediately if there is any unauthorised use of your account by any other Internet user or any other breach of security. To do this email [passwords@upsonar.com](mailto:passwords@upsonar.com)

#### **ACCESS TO YOUR INFORMATION**

As indicated in point 2, unless you become a registered 'My Account' Member, Up does not collect information that identifies you personally. If however, you become an Up registered Member, you are able to change, update or delete your registered profile at any time by logging in to 'My Account'.

#### **UP PARTNERS & ADVERTISERS**

Up provides links and passes online application to third party sites. The use of your information by these third party sites is not within the control of Up and we cannot accept responsibility for the conduct of these companies. Advertisers who place job ads on Up are asked to comply with federal privacy policy with regard to their own information handling practices.

#### **TRANSBORDER DATA FLOWS**

Sometimes, we transfer information to persons outside of your country (e.g. a contractor located in the UK who provides us with services). By giving us your personal information, you consent to such disclosures. In addition, we believe that the recipients of such information are subject to a law, binding scheme or contract which effectively upholds principles for fair handling of the information that are substantially similar to the Privacy Principles.

#### **FEEDBACK**

Up welcomes ideas and feedback about all aspects of the site. Up stores feedback that users send to us. This feedback will be used to administer and refine the service and may be shared with Up partners either in aggregate form or with specific identifying characteristics removed.

#### **PRIVACY & SITE CHANGES**

From time to time, Up may review and update its privacy statement. Revised versions will be updated on the website.

#### **CONTACT US**

If you have any questions about this privacy statement, the practices of this site or your dealings with Up you can contact us in the following ways:

Email: [privacyofficer@upexecutiveagents.com](mailto:privacyofficer@upexecutiveagents.com)

For more information about privacy issues and protecting your privacy, visit the Federal Privacy website.