

Privacy Policy

This privacy policy sets out how Outsourced Paraplanners direct (OPD) uses and protects any information that you give us when you use this website and transfer data to our employees.

OPD is committed to protecting the personal data of our candidates and clients to ensure that personal data remains secure. We are regularly communicating our privacy policy and guidelines to all our employees, and we strictly enforce privacy safeguards within the firm.

This Privacy Policy describes our privacy practices regarding the collection, use and worldwide transfer of personal information collected through our website, as well as personal information gathered by OPD in relation to the provision of recruitment services.

Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with this privacy statement.

OPD is a wholly owned company and is the sole collector of all information and we are committed to protecting the privacy of your personal data. In this statement we state our companies' policies regarding the collection, use and transfer of personal data, the security methods OPD will use to protect such data and your rights dependant on the territory of the person.

By using this website, you state your agreement to the terms and conditions set out within this Policy. If the terms set forth within are not acceptable for you for any reason, then please do not submit or share your personal data with OPD.

Security Disclosure

OPD collects personal data on its candidates and clients for the sole purpose of efficiently providing our recruitment services. We only collect personal data required from candidates and clients to asses' candidate suitability for roles and to maintain an effective relationship with our clients.

We are committed to ensuring that personal data that we collect is secure. To protect your personal data against unauthorised access, accidental loss, improper use, and disclosure we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information we collect.

Your personal data will be stored on our database with our carefully selected service providers.

Why We Process Your Personal Data

1. Entering and performing a contract with you: to provide our recruitment services, we may enter a contract with you. To enter a contract, we will need certain information such as your name and address. A contract will also contain obligations on both your part and ours and we shall process your data as is necessary for the purpose of those obligations.
2. Compliance with legal obligations: we must as a business comply with several statutory provisions when providing our recruitment services, which necessitate the processing of personal data. Where we engage a person to work for us (whether directly or as supplied to a client), there are other statutory obligations that must be complied with including payroll, tax, social security, and any other law or regulation.
3. Our legitimate business interests: in providing our recruitment services, we will carry out some processing of personal data which is necessary for the purpose of our legitimate interests, which include using your personal data to;
 - Assess suitability and contact you regarding potential opportunities;
 - Collate market information or trends including providing analysis to clients;
 - Personalise your experience and our offering, whether via our website, marketing or otherwise.

This means that for our legitimate interests, we may continue to process your personal data for as long as we consider necessary for these purposes. We would not process any personal data that is not necessary for these purposes.

4. Consent to our processing of your data: we may process your personal data on the basis that you have consented to us doing so for a specific purpose, for example, if you send us your CV you have consented to OPD processing your data that has been provided for the purpose of progressing your application and considering your suitability for opportunities. In other cases, you may have provided your written or verbal consent to the use of your data for a specific reason. You may withdraw your consent to our processing of your personal information for a particular purpose at any stage. However, please note that we may continue to retain, or otherwise use your personal information thereafter where we have a legitimate interest or a legal or contractual obligation to do so. Our processing in that respect will be limited to what is necessary for those

interests or obligations. Withdrawal of consent will not have any effect on the lawfulness of any processing based on consent before its withdrawal.

Personal Information Collected

OPD collect a variety of personal data on candidates to provide our recruitment services in a secure and highly confidential database accessible only by OPD employees.

Personal information collected by OPD is collected from both publicly available sources such as, but not limited to; third party employer websites and LinkedIn, submissions of information to our website, marketing databases and from telephone conversations and meetings with candidates where the information was directly disclosed to our employees. OPD collect personal information such as name, professional experience, career history, education history, resume, salary information and contact information to assess candidate's suitability for opportunities that they can be put forward to. It is OPDs' legitimate interest to collect this information to ensure candidates are not approached for opportunities unnecessarily which would not be appropriate for them.

It is important to differentiate between the non-sensitive data required for recruitment purposes which are collected from candidates directly, and the sensitive data which is not requested unless we are legally required to do so at a later stage of the recruitment process. Data that is deemed non-sensitive includes personally identifiable information such as: name, professional experience, career history, education history, resume, salary information and contact information. By choosing to enter your personal information onto our website and by sending this to our employees directly, you indicate your acceptance and willingness to disclose this information to OPD and to be considered, when appropriate, for one of OPD opportunities.

OPD recommends that you do not provide data deemed as sensitive data through our website. This data is not required by OPD for eligibility, and data deemed sensitive could be, but is not limited to, information related to race or ethnicity, political views, religion and/or similar beliefs, trade union memberships, physical and/or mental health impairments, sexual preference, or criminal record. If, for any reason, you do wish to provide such information deemed as sensitive data, OPD accepts your explicit consent to use that information in the methods described throughout this Privacy Policy.

What We Do With The Information We Gather

OPD may use personal information collected regarding potential candidates to identify professional opportunities that we deem relevant and of interest for the candidate. We then provide this personal information to the prospective client. OPD provide personal information regarding candidates to prospective clients only if the candidate has authorised us to do so.

OPD remains responsible for how the personal information we collect will be used. In some situations, OPD reserves the right to work with third-party suppliers who provide services that may include, but are not limited to; database hosting, server hosting, website hosting, IT consulting services, resume verification, background screening verification, payroll services, attorneys, accountants, and other administrative and back-office services and security services. As part of providing those services, such third parties will be provided with access to personal information only when deemed necessary to carry out standard business practices for the services. OPD carefully selects all our suppliers based on their own security and personal data processes and policies and strict policies are put in place to secure all our data held.

OPD reserves the right to disclose or transfer, all personal information that we collect in connection with the provision of our services in the event of a sale of our company, a merger or consolidation involving OPD.

Individuals Rights

OPD takes all reasonable steps to ensure personal data is accurate, up to date and complete for the purposes for which it is collected and used. Please request our data processing notice for further information on what data we process and why, as well as where it is stored.

As a data subject you have the right to request access to the personal data that we have collected on you. This could be for the purpose of reviewing, modifying, or requesting deletion of the data. You also have the right to request a copy of the personal data we have collected about you. This Privacy statement confirms that OPD ensures that all our candidates and clients have the following rights with regards to the data that we hold on them;

1. The right to be informed;
2. The right of access;
3. The right to rectification;
4. The right to erase;
5. The right to restrict processing;
6. The right to data portability;
7. The right to object;
8. Rights in relation to automated decision making and profiling.

If you would like to make any requests with regards to your data held by OPD then please contact us at info@opd.net.au where all queries will be dealt with in a timely manner.

Depending upon the circumstances and the request, the Company may not be permitted to provide access to personal data or otherwise fully comply with your request; for example, where producing your information may reveal the identity of someone else. Data subjects have the right to know, from the data controller as to whether personal data concerning them is being processed, where and for what purpose, free of charge. However, we reserve the right to deny your requests where we deem the request to be unfounded, excessive, or otherwise unacceptable under applicable law.

We do not make recruiting or hiring decisions based on automated decision-making. All decisions regarding recruiting or hiring decisions are made by our employees.

Controlling Your Personal Information

We may use your personal information to send you marketing information of which we think you may find interesting, only if you tell us that you wish this to happen when signing up on our related marketing platforms. If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time emailing us at info@opd.net.au

You may request details of personal information which we hold about you. If you would like a copy of the information held on you, please email info@opd.net.au

If at any time you'd like to withdraw your consent to OPD holding your data, then please do so by emailing us at info@opd.net.au

If you believe that any information we are holding on you is incorrect or incomplete, please email us as soon as possible to rectify the data at info@opd.net.au

Should you wish to report an alleged data breach, please email info@opd.net.au

All persons are entitled to contact the supervisory authority in order to lodge a concern you may have with any of the OPD data processing activities.

All complaints, requests for information access or removal will be acknowledged within 7 working days and we will endeavour to resolve all queries within 30 days.

Data Retention

OPD have variable data retention policies depending upon the type of personal data and whether both parties continue to do business together. OPD may nevertheless continue to retain and use your personal data for a period of 7 years (which may vary depending on the country) for system administration purposes, to consider you for potential future roles, and to perform research.

Links To Other Websites

Our website may contain links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

Changes To Our Privacy Policy

OPD may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy was last updated July 2024.