

Privacy Policy

This website, the products and services sold on, or via, this website are created, operated and controlled by Sync.

Sync is strongly committed to protect your privacy rights in accordance with the Australian Privacy Principles set out in the Privacy Act 1998 and ensuring your privacy is respected and maintained at all times. Our Privacy Policy explains how we collect personal information and how we store, use and disclose that personal information.

By accessing and using and continuing to use our website, products or services you agree to this Privacy Policy.

Collection of your personal information: Sync will only collect and hold personal information (as defined in the Privacy Act) about you that is reasonably necessary to undertake our business activities and function, deliver our products and services to you, or otherwise permitted by law.

Sync collects personal information in various ways, including directly from you during interactions such as inquiries, service requests, online engagements, email correspondence, product purchases, website visits, newsletter subscriptions, or job applications.

When collecting personal information directly, we will provide a collection notice at or before the time of collection, detailing specific information-handling practices beyond this Privacy Policy.

We may also obtain personal information from publicly available sources and third parties, such as related companies, business partners, service providers, credit agencies, government bodies, employers, recruitment agencies, and online databases. When collecting personal information from third parties, we will take reasonable steps to ensure you are informed.

If you provide personal information about another individual as their authorized representative, you must inform them of the collection, its purpose, and their rights regarding the information. They should also be made aware that they can contact us for further details.

Types of Personal Information Collected: The type of personal information that Sync collects and uses depends on the nature of your interactions with us. This may include:

- **Contact Information** – Details that allow us to communicate with you, such as your email address, phone number, and physical address.
- **Identity Information** – Information that helps us identify you, including your full name, date of birth, gender, occupation and job title.
- **Business Information** – Company-related details such as business name, address, email address, ACN, ABN, and ARBN.

- Professional Information – Details that provide insight into your qualifications, employment history, skills, and abilities, including resumes, references, qualification documents, and test results.
- Financial Information – Data required for payment processing if you are engaged as an employee or contractor, such as bank details and tax information.
- Third-Party Information – Information you provide about third parties during recruitment, such as previous employers and referees.
- Immigration Information – Documents verifying your legal work status in Australia, such as citizenship proof, visas, or work permits.
- Employment and HR Information – Data collected during your employment or in the course of providing services to your employer, which may include details on probation, performance, conduct matters, complaints, investigations, disciplinary actions, workplace accommodations, training programs, and necessary licences or permits.

Additionally, Sync may collect sensitive information as defined under the Privacy Act. This includes details about your health, political affiliations, sexual preferences, religious beliefs, racial or ethnic background, or other private information when relevant to our services.

Use and Disclosure of Your Personal Information: Sync collects, uses, processes, and discloses your personal information only for the purposes for which it was collected. Specifically, we may use, process, and disclose your personal information to:

- Provide and deliver our website, products, and services to you.
- Maintain communication with clients and customers.
- Assist with or respond to your inquiries.
- Inform you about our website, products, services, offers, promotions, events, surveys, job opportunities, industry developments, or other HR-related matters we believe may interest you.
- Share information with our Authorised Third Parties.
- Manage, improve, and administer our website, products, services, and relationship with you.
- Process payments and billing for our products and services.
- Verify your identity.
- Conduct fraud prevention, risk assessments, and creditworthiness checks.
- Maintain internal records.
- Carry out direct marketing activities.
- Comply with legal and regulatory obligations.

Sharing Information with Third Parties: We may share your personal information with our employees, related entities, business partners, third-party contractors, suppliers, and agents to facilitate the delivery, provision, and administration of our products, services, or website. These Authorised Third Parties may perform functions on our behalf but are not permitted to process or use your information for any other purpose. When we disclose your personal information to any Authorised Third Party, we ensure they commit to protecting your privacy. These third parties are only permitted to use your information for the specified purpose for which access has been granted. In some cases, our Authorised Third Parties may also provide us with personal information collected from you.

If you disclose personal information directly to an Authorised Third Party, we rely on you to provide them with consent for us to collect, store, use, and disclose your information.

We may also disclose your personal information when necessary to comply with applicable laws, regulations, legal processes, governmental requests, or industry codes and standards.

Directing marketing: We may use your personal information to send you updates about our products and services, provided you have given your consent or when permitted by law. We may send you information through the communication channels you specify when giving your consent, including mail, email, SMS, telephone and social media.

These communications may continue even after you stop using our products or services. You can opt out at any time by emailing us at Sync.hr@outlook.com or using the unsubscribe option in any email or SMS.

Keeping your personal information up to date and correct: We will use reasonable endeavours to keep your personal information accurate, up-to-date and complete. You may be able to gain access to your information as well as update it by emailing Sync.hr@outlook.com. If we are unable to grant access, we will provide you with an explanation in writing. While there is no charge for requesting access, we may apply a reasonable fee for providing copies of your information.

Keeping your personal information secure: We will take all reasonable steps to protect your personal information held by us from misuse, loss and from unauthorised access, modifications or disclosure. We will take reasonable steps to destroy or permanently de-identify personal information if it is no longer required or at your request. However, we are required by law to retain personal information in order to fulfil legal responsibilities or resolve disputes which may arise.

Disclaimer: The transmission of your information via the internet is not completely secure. While we do our best to protect your personal information, Sync cannot guarantee the security of any personal information transmitted through the website. You provide your personal information to us at your own risk and we are not responsible for any unauthorised access to, and disclosure of, your personal information.

Data breach notification: In the event of any loss or unauthorised access or disclosure of your personal information, Syn will investigate, take steps quickly to mitigate any harm that may result. You will be notified and the Australian Information Commission as soon as practicable in accordance with our obligations under the notifiable data breach scheme contained in the Privacy Act.

More information: If you would like more information about the way we manage personal information please email Sync.hr@outlook.com

Changes to our Privacy Policy: Our Privacy Policy will be occasionally updated. Any revised policy will be posted on your website and effective from the time of posting. Your continued use of our products, services or the website following the posting of any revised policy indicates your acceptance of the changes to the policy.