Privacy Policy

Effective Date: 1 July 2025

At Payback Recruitment Pty Ltd (“we”, “us”, “our”), accessible from www.paybackrecruitment.com, we are committed to protecting your privacy and handling your personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).  
  
This Privacy Policy explains how we collect, use, store, disclose and protect your personal information.  
  
1. What Information We Collect  
We may collect personal information including, but not limited to:  
- Name  
- Email address  
- Phone number  
- Residential address  
- Employment history  
- Resume/CV  
- Qualifications, licences, and certifications  
- Work preferences and availability  
- Banking details (for commission payments)  
- Any other information you provide through forms or correspondence  
  
We may also collect non-personal information (e.g., browser type, IP address, website usage data) for analytics and site improvement.  
  
2. How We Collect Your Information  
We collect your personal information through:  
- Online forms submitted on our website  
- Job applications  
- Email correspondence  
- Phone or video calls  
- Social media interactions  
- Cookies and website analytics tools (e.g. Google Analytics)  
  
3. Why We Collect Your Information  
We collect your information to:  
- Match you with relevant job opportunities  
- Process applications and verify credentials  
- Communicate with you regarding recruitment services  
- Pay you any commission/reward as part of our “Payback” program  
- Improve our website and user experience  
- Comply with legal obligations  
  
4. Disclosure of Your Information  
We may disclose your information to:  
- Employers and clients for recruitment purposes  
- Background check providers or referees  
- Third-party service providers (e.g. payment processors, cloud storage)  
- Legal or regulatory authorities, when required by law  
  
We will never sell or rent your information to third parties.  
  
5. Data Security  
We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorised access, modification or disclosure. These include encryption, secure servers, access controls, and staff training.  
  
6. Access and Correction  
You have the right to request access to the personal information we hold about you, and to request corrections if it is inaccurate, outdated or incomplete.  
  
To do so, please contact us at:  
Email: mark@paybackrecruitment.com  
  
7. Cookies and Website Tracking  
We use cookies and similar technologies to enhance your experience, analyse site traffic, and personalise content. You can control or disable cookies through your browser settings.  
  
8. Third-Party Links  
Our website may contain links to third-party websites. We are not responsible for the privacy practices of those sites and encourage you to review their privacy policies.  
  
9. Overseas Disclosure  
We generally do not disclose personal information overseas. If it becomes necessary, we will ensure appropriate safeguards are in place in accordance with Australian privacy law.  
  
10. Changes to This Policy  
We may update this Privacy Policy from time to time. Any changes will be posted on this page with a new effective date. Please check back periodically to stay informed.  
  
11. Contact Us  
If you have any questions, concerns or complaints about your privacy, please contact us:  
  
Payback Recruitment Pty Ltd  
Email: mark@paybackrecruitment.com  
Website: www.paybackrecruitment.com  
Phone: +61 439 292 922  
  
We will aim to respond to all enquiries within 30 days.