

Privacy Policy & Disclaimer

Protecting Your Privacy

Your privacy is important to us. This statement outlines JLegal's policy on how we manage the personal and health data (data) we hold about you and others.

This privacy statement covers all data provided to our Singapore, Hong Kong, UK, Australian, New Zealand and United Arab Emirate Offices, websites, electronic addresses and Web 2.0 Services operated, maintained or administered by JLegal under the domain name www.jlegal.com.

This statement does not apply to any linked or other websites not administered by JLegal.

JLegal recommends that you read any terms and conditions, including any privacy statements, which appear on any separate websites under an alternative domain name as such terms and conditions may prevail over this statement to the extent of any inconsistency.

You can browse our website anonymously. However, if you do not provide any information lawfully requested by JLegal for the provision of recruitment services then JLegal may not be able to assist you with any employment related matters. If you do not agree to our processing of your data in accordance with this statement please do not submit any data to us.

How do we collect personal data?

The types of data that JLegal may collect about you includes:

- The content of your Resume and Cover Letter including your name, email address, work experience, qualifications and other contact details
- The content of any online application, enquiry or complaint that you submit
- Notes made about you at any interview
- Any registration information that you provide to us to sign up to any of our electronic subscriptions, client and networking events
- Reference material, academic transcripts and criminal history details
- Psychometric evaluation or skill test results from third party service providers
- Sensitive information, in the case of the UK and Australia only, including membership of a professional or trade association, criminal record or health and disability data with your consent or otherwise authorised by or under law
- Any other information that you provide, to, or make available on our websites.

How do we use and share your personal data?

JLegal may use or disclose your data for the following reasons:

- The primary purpose of finding you suitable employment or
- For a secondary purpose related (as directly related if health information or sensitive information) to the primary purpose for which the information was collected and would be reasonably expected. For example, verifying the content of any application, negotiating salary outcomes, facilitating start and end dates, auditing, professional advisory or website maintenance services
- With your consent, to market our services and keep you informed of events, career planning, special promotions and future job opportunities but always providing you with the opportunity to state your preferences and opt - out from such services
- Where an organisation demonstrates to JLegal that it is lawfully acting on your behalf, for example, your solicitor, a family member, advocate or union representative
- Where you provide JLegal with your informed consent to use or disclose data
- Where authorised or required by law, including any relevant privacy legislation.

How is my data safeguarded from unauthorised access, use or disclosure?

JLegal strives to protect your data from unauthorised access, use or disclosure and has put in place appropriate computer software and hardware controls as well as physical security measures.

However, JLegal cannot warrant the security of any information transmitted over the internet and you do so at your own risk. If you are concerned about providing sensitive information to JLegal over the internet, you might prefer to contact JLegal by telephone or mail.

Where will my data be held? Where will it be accessible from?

Data about you will generally be held in the country in which you reside, with your local JLegal Office. However, when applying for positions overseas your data may travel abroad outside of the European Economic Forum, Hong Kong, Singapore, New Zealand, the United Arab Emirates or Australia. When we share your data, say between our Offices, we will either do so with your consent or take reasonable steps to ensure that your data protection rights continue to be protected.

How do I edit, access or remove data or change my preferences?

You can edit your JLegal Account information, including your marketing preferences, at any time. You can send an email to info@jlegal.com or you can unsubscribe by following the instructions contained in any marketing electronic messages you receive.

To request access or correction of any data about you, please contact JLegal's Privacy Officer at 3 Spring Street, Sydney, NSW 2000. We may impose a moderate charge in providing access to your information, in accordance with fees prescribed by applicable privacy legislation. Our Privacy Officer will discuss this with you. You can also remove yourself from our candidate database at any time, by sending an email to info@jlegal.com.

Changes to this Privacy Statement

From time to time JLegal may have to make changes to this Privacy Statement to ensure its compliance with relevant privacy legislation. The published privacy statement on the JLegal website is the most up-to-date statement.