

PRIVACY POLICY (Hirelo)

Effective Date: 18/03/2026

Entity: Hirelo (ABN: [Insert ABN])

1. Introduction

Hirelo (“we”, “us”, “our”) is committed to protecting the privacy of all users, including job seekers (“Employees”) and employers (“Employers”). This Privacy Policy outlines how we collect, use, disclose, and store personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

2. Collection of Personal Information

We may collect personal information including but not limited to:

- Full name, email address, phone number
- Account credentials
- Employment history, resumes, and application data
- Employer business details and job listings
- Communications between users
- Technical and usage data (IP address, device, activity logs)

We collect this information directly from users or automatically through use of the platform.

3. Purpose of Collection

We collect and use personal information for the following purposes:

- To provide and operate the Hirelo platform
- To facilitate connections between Employees and Employers
- To process job applications and listings
- To communicate with users regarding their accounts or services
- To improve platform functionality and user experience
- To maintain safety, integrity, and compliance

4. Disclosure of Personal Information

We may disclose personal information:

- To Employers when an Employee submits an application
- To Employees via publicly listed job postings
- To service providers assisting in platform operation (e.g. hosting, analytics)

- Where required by law or regulatory authorities

We do not sell personal information to third parties.

5. Data Storage and Security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. However, no system can guarantee absolute security.

6. Access and Correction

Users may request access to, or correction of, their personal information at any time by contacting us. We will respond within a reasonable timeframe as required by law.

7. Retention

We retain personal information only for as long as necessary to fulfil the purposes outlined in this policy or as required by law.

8. Minors

Users under the age of 18 must have the consent of a parent or legal guardian to use the platform.

9. Changes to Policy

We may update this Privacy Policy from time to time. Continued use of the platform constitutes acceptance of any changes.