

Next Job Now Pty Ltd Privacy Policy

Protecting your privacy

Next Job Now Pty Ltd (NJN) is committed to providing you with the highest levels of customer service. This includes protecting your privacy. NJN is fully compliant with the Commonwealth Privacy Act 1988, which sets out a number of principles concerning the protection of your personal information.

Set out below is information that NJN is required to communicate to its customers. NJN recommends that you keep this information for future reference.

Collection of your information

If you choose not to provide certain personal information, we may not be able to provide you with the services you require, or the level of service on which Next Job Now prides itself.

Generally, Next Job Now collects personal information directly from you. For example, it collects personal information when you:

- deal with Next Job Now in person, by telephone, letter, fax or email;
- submit any other information in connection with your NavEasy purchase or the provision of online services.

By using our services, you consent to the collection of your personal information as described above.

How personal information is used & disclosed

Next Job Now may use and disclose the personal information it collects about you for the following purposes:

- to provide sales and after-sales services to you
- to refer you to an associate or business partner for related products
- verify your identity
- provide the services you require
- administer and manage those services, including charging, billing and collecting debts
- inform you of ways the services provided to you could be improved
- conduct appropriate checks for credit-worthiness and for fraud
- research and develop NJN's services
- maintain and develop NJN's business systems and infrastructure, including testing and upgrading of these systems
- provide information to credit reporting agencies related to your financial dealings with Next Job Now

Next Job Now may also disclose your personal information to a third party if they have a proper interest in the disclosure, such as:

- other members of the Next Job Now group
- Next Job Now insurers
- a professional association or registration body
- a Workers Compensation body

We may also disclose your personal information to organisations outside of Next Job Now that carry out the following functions on our behalf:

- customer enquiries
- mailing operations
- billing and debt-recovery functions
- information technology services
- installation, maintenance and repair services
- marketing and telemarketing services
- market research
- web site usage analysis

NJN takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

In addition, NJN may disclose your personal information to:

- your authorised representatives or your legal advisers (e.g. when requested by you to do so)
- credit-reporting and fraud-checking agencies
- credit providers (for credit related purposes such as credit-worthiness, credit rating, credit provision and financing)
- NJN's related companies
- NJN's professional advisers, including its accountants, auditors and lawyers
- government and regulatory authorities and other organisations, as required or authorised by law; and
- organisations who manage NJN's business and corporate strategies
- organisations including those involved in a transfer/sale of all or part of its assets or business (including accounts and trade receivables)
- organisations involved in managing NJN's corporate risk and funding functions.

If Next Job Now engages a third party contractor to perform services which involves handling personal information, we take reasonable steps to prohibit the contractor from using personal information except for the purposes for which it was supplied.

NJN's web sites

NJN provides products and services via its various web sites. When you visit NJN's sites, its web servers may record anonymous information such as the time, date and URL of the request. This information assists NJN to improve the structure of its web sites and monitor their performance.

NJN may use 'cookies' on various web sites. Cookies are an industry standard and most major web sites use them. A cookie is a small text file that our web sites may place on your computer. Usually, cookies are used as a means for NJN web sites to remember your preferences. As such, cookies are designed to improve your experience of NJN's web sites.

In some cases, cookies may collect and store personal information about you. NJN extends the same privacy protection to your personal information, whether gathered via cookies or from other sources.

You can adjust your Internet browser to disable cookies or to warn you when cookies are being used. However, if you disable cookies, you may not be able to access certain areas of our web sites or take advantage of the improved web site experience that cookies offer.

You can access your personal information

You have a right to access your personal information, subject to some exceptions allowed by law. If you would like to do so, you will need to put your request in writing, for security reasons, and email it to us using the address on the "Contact Us" page of this site.

NJN reserves the right to charge a fee for searching for and providing access to your information.

Help us to ensure we hold accurate information

NJN takes all reasonable precautions to ensure that the personal information it collects, uses and discloses is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide. That's why NJN recommends that you:

- let NJN know if there are any errors in your personal information; and
- keep NJN up-to-date with changes to your personal information such as your name or address.

How to contact us

If you have any questions in relation to privacy, please contact NJN between 9.00am and 5.00pm, AEST, Monday to Friday using the details on the "Contacts" page of our website.

NJN Pty Ltd ABN 631 111 348 13