



# Privacy Policy

**Approved by Maritana Partners**  
**Version 1**  
**26 October 2023**

## Version History

Version	Approval Date	Updates to	Sign off Partner Name	Partner Signature
1	26/10/2023	Full policy	Grant Dow	

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## 1. Definitions

“Client” means any of our clients and their employees who are looking to recruit or assess executives and to whom we provide the Services.

“Candidate” means any candidate, applicant, prospect, or Client employee who is considered, evaluated, or assessed by Maritana in connection with the Services.

“Referee” means any individual who provides employment or personal references for a particular Candidate.

“Source” means any individual who helps to identify and provide market intelligence about a potential Candidate.

“Supplier” means any entity that provides products or services to Maritana pursuant to a contract with us.

## 2. Our privacy obligations

Maritana Partners (Maritana) is governed by the Australian Privacy Principles (APPs) under the *Privacy Act 1988* (Cth). The APPs regulate how personal information is handled by Maritana.

‘Personal information’ means information or an opinion about an identified individual, or an individual who is reasonably identifiable. Maritana’s Privacy Policy applies to personal information collected and/or held by Maritana.

## 3. The types of personal information we collect and hold

Maritana is a Board Advisory and Executive Search firm. We collect personal information about clients and candidates, as part of our routine activities.

We also collect personal information about our staff, contractors and suppliers, as well as the contact details of individuals who work for contractors and suppliers, and other types of professional associates and personal contacts.

## How we collect personal information

### Information that you specifically give us

We may ask you to provide us with certain types of personal information if you wish to obtain a particular service or product from us. This might happen over the telephone, via email or meeting with us face-to-face. We will give you a Collection Notice at the time, to explain how we will use the personal information we are asking for. The notice may be written or verbal.

You might also provide your personal information to us, without us directly asking for it, for example if you engage with us on social media.

### Information that we collect from others

If you are being considered as a candidate, we may collect personal information about you from sources, or from your referees. With your consent we may also use a third party service to ensure your employment, educational and identity records are valid, through Fit2Work. Sterling Risk, or other services as appropriate. We may also check some details about our suppliers from publicly available sources, such as the Australian Business Register and ASIC databases.

We may also collect information about you from public sources such as media publications, or your professional networking profile.

### Information that we generate ourselves

We create and maintain records of the interactions we have with clients, candidates, referees and sources. We also create various reports which may be provided to our clients as part of the Services we provide.

## The types of personal information we collect

Candidates - The types of personal information we typically collect about candidates most commonly includes:

- Name and contact details (such as name, email address, and telephone number)
- Employment history and
- Education

We may also collect information regarding languages, social activities, compensation details and identification data (gender, nationality, marital status).

Clients - The type of personal information we typically collect about clients most commonly includes contact details.

Referees - When you provide a reference for one of our candidates, we may collect

- contact details (such as name, email address, and telephone number)
- professional details (such as your job title, occupation, academic and professional qualifications, and employment history)
- information about your connection to the Candidate (such as your relationships to, experience with, and opinions about the relevant Candidate).

Sources - when we make contact you for the purpose of sourcing, we may collect

- Contact details (such as name, email address, and telephone number)
- Professional details (such as job title, occupation, academic and professional qualifications, and employment history)
- information about your connection to our Candidate (such as your relationship to, experience with, and opinions about the relevant Candidate).

### Links to other sites

On our website, we may provide links to third party websites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before providing your personal information via any other website, we advise you to examine the terms and conditions of using that website and its privacy policy.

## 4. How we use personal information

We may use your personal information in the context of providing our Services and maintaining our business relationship with you.

We may also use your personal information in circumstances such as

- as part of a press or background check, or to verify your credentials
- to invite you to an event
- as required by law

We will make every effort to ensure that your personal information is accurate, complete and current, and is only used in a way that is compatible with its intended use. We will keep personal information about you for as long as it is required to be used for the purposes set out above.

## 5. When we disclose personal information

### Our third party service providers

The personal information of clients, candidates, staff, suppliers and other contacts may be held on our behalf outside Australia, including 'in the cloud', by our third party service providers. Our

third party service providers are bound by contract to only use your personal information on our behalf, under our instructions.

## Other disclosures and transfers

We may also disclose your personal information to third parties for the following purposes:

- if otherwise permitted or required by law; or
- for other purposes with your consent, such as sharing with our international alliances, [BoardOutlook](#), [CMi](#) and GBA.

## 6. Security of your personal information

We will take reasonable security measures to protect personal information from loss, unauthorised access, use, modification or disclosure.

We will take reasonable steps to ensure personal information is stored securely, not kept longer than necessary, and disposed of appropriately.

## 7. Accessing or correcting your personal information

You have the right to request access to the personal information Maritana holds about you. Unless an exception applies, we must allow you to see the personal information we hold about you.

You also have the right to request the correction or deletion of the personal information we hold about you. We will take reasonable steps to make appropriate corrections to personal information so that it is accurate, complete and up-to-date. Unless an exception applies, we must update, correct, amend or delete the personal information we hold about you within a reasonable time period.

To seek access to, or correction of, or deletion of your personal information, please contact our [Privacy Officer](#).

## 8. To contact our Privacy Officer

If you have an enquiry or a complaint about the way we handle your personal information, or to seek to exercise your privacy rights in relation to the personal information we hold about you, you may contact our Privacy Officer as follows:

email: [contact@maritana-partners.com](mailto:contact@maritana-partners.com)

ph: +61 2 9194 6590

Level 27, Aurora Place,

88 Phillip Street,

Sydney NSW 2000

While we endeavour to resolve complaints quickly and informally, if you wish to proceed to a formal privacy complaint, we request that you make your complaint in writing to our Privacy Officer, by mail or email as above. We will acknowledge your formal complaint within 10 working days.

If we do not resolve your privacy complaint to your satisfaction, you may lodge a complaint with the Office of the Australian Information Commissioner (OAIC) by calling them on 1300 363 992, making a complaint online at [www.oaic.gov.au](http://www.oaic.gov.au), or writing to them at OAIC, GPO Box 5218, Sydney NSW 2001.