



AB Dental & Medical Privacy Policy & Collection Statement

Introduction

AB Dental & Medical (also referred to as AB Health Group) ("we", "us", "our") respects your privacy and is committed to protecting your personal information.

This Privacy Policy explains how we collect, hold, use, disclose and manage personal information in accordance with:

- Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs)
- Spam Act 2003 (Cth)
- Notifiable Data Breaches (NDB) Scheme
- Privacy Act 2020 (New Zealand), where applicable
- Any applicable amendments to privacy legislation

This policy applies to all recruitment, labour hire, contractor placement and digital operations.

What is Personal Information?

Personal information means information or an opinion about an identified individual or reasonably identifiable individual.

This includes:

- Name, address, phone, email
- Date of birth
- Employment history and qualifications
- Identification documents
- Tax file numbers and superannuation details
- Health information
- Criminal history checks

- Visa and work rights information
- Online identifiers and digital activity

Sensitive Information

Sensitive information includes health information, racial or ethnic origin, union membership, criminal record, biometric information and disability information.

We collect sensitive information only with consent, where required by law, or where necessary to prevent a serious threat to life or health.

How We Collect Information

We collect personal information directly when you apply for roles, submit resumes, attend interviews, complete forms or communicate with us.

We may also collect information from referees, employers, educational institutions, government bodies, background checking providers and publicly available sources such as LinkedIn.

Use of Artificial Intelligence (AI)

We may use AI and automated tools for resume parsing, candidate matching, recruitment analytics, workforce planning and administrative automation.

AI tools support, but do not replace, human decision-making. You may request information about automated decisions and request human review where applicable.

Purposes of Collection

We collect and use information to provide recruitment services, assess suitability, manage payroll and compliance, conduct background checks, improve services and send marketing communications where permitted.

Disclosure of Personal Information

We may disclose information to clients, payroll providers, superannuation funds, government bodies, IT providers, marketing platforms, legal advisors and regulators where required.

Offshore Workers & Overseas Disclosure

We may disclose personal information to offshore administrative staff, IT support teams and international cloud or AI providers.

Countries may include the Philippines and New Zealand.

We comply with APP 8 and take reasonable steps to ensure overseas recipients meet Australian privacy standards.

Data Security

We implement reasonable safeguards including access controls, encryption, secure cloud systems, staff confidentiality agreements and privacy training.

Data Retention

We retain personal information as required for recruitment, employment, taxation and legal compliance purposes and securely destroy or de-identify information when no longer required.

Notifiable Data Breaches

If an eligible data breach occurs likely to result in serious harm, we will notify affected individuals and the OAIC in accordance with the NDB scheme.

Direct Marketing

We may send marketing communications in accordance with the Spam Act 2003. You may opt-out at any time using unsubscribe facilities or by contacting us.

Website & Cookies

Our website uses cookies and analytics tools to improve user experience. You may manage cookies through your browser settings.

Access & Correction

You may request access to or correction of your personal information. We will respond within 30 days and may require proof of identity.

Complaints

Privacy Officer

AB Dental & Medical

Email: pam@abrecruit.com.au

Phone: 1300 659 915

Post: PO Box 516, Kogarah NSW 1485

If unsatisfied, you may contact the Office of the Australian Information Commissioner (www.oaic.gov.au).

Changes to this Policy

We may update this Privacy Policy from time to time. The current version will be available on our website.