

Legal Notice, Disclaimer & Privacy

Disclaimer of liability

Every effort is made to provide accurate and complete information. We make no claims, promises or guarantees about the accuracy, completeness or adequacy of the contents of this website, and shall not be liable for errors and omissions in the contents of this website.

Intellectual property

NLogic Management Services owns, reserves and retains all property rights, and in particular intellectual property rights to this site and its content. Accordingly, reproduction of any part of this site or its content is strictly forbidden without NLogic's written authorisation.

The NLogic brands and patents are the property of NLogic Management Services and no rights or licences are granted except with the written authorisation of NLogic.

Privacy Policy

NLogic treats your privacy with the utmost respect and we will be always be open and transparent with how we deal with personal information. It is the policy of NLogic to respect the confidentiality and the privacy of individuals and the information we obtain. NLogic is bound by the principles contained in the Privacy Act 1988 (Australia).

NLogic will continually review its policy and processes to take into account changes in the law, technology and other factors which may impinge on privacy issues.

Information that we collect from you

When you visit this website, you consent to the collection, use and transfer of your information under the terms of this policy. You may be asked to provide information about yourself including your name or contact details. We may also collect information about the following:

- Your use of the website as well as information about you from any messages you post to the website or e-mails you send to us.
- Information about your visit, including but not limited to your IP address, operating system, browser version, geographical location, length of your visit and pages visited. This information is held on our server logs and is used for generating statistics to help us improve our service to you.
- Information provided by you via online forms. This includes, but is not limited to enquiries, complaints and registration forms.

Use of your information

We will use and analyse the information we collect so that we can administer, support, improve and develop our business to assist us in providing better services to you. These include;

- Your actual or possible work placement
- Career guidance or management
- Your performance appraisals
- Our assessment of your ongoing performance and prospects
- Any test or assessment (including medical tests and assessments) that you might be required to undergo
- Our identification of your training needs
- Informing you of possible work opportunities, relevant candidates, or other events such as training or information sessions by direct mail/email/sms

- Any workplace rehabilitation
- Our management and resolution of any complaint, inquiry or investigation in which you are involved
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information
- Undertaking criminal reference checks
- For research, development, business systems and infrastructure testing, and other business purposes to assist us in providing our services to you
- To generate statistical reports. These are essential to give us an overview of how our site is being used and enable us to improve our service to you.
- To improve your browsing experience by personalising the website.
- To enable your use of the services available on the website.
- To send you general commercial communications.
- To send you email notifications which you have specifically requested.
- To provide third parties with statistical information about our users - without identifying any individual user.
- To deal with enquiries and complaints made by you.
- Any other purpose stated on the relevant part of our website at the place where the data is gathered.
- To help administer the website.

Disclosure of information

We may disclose your personal information to trusted third parties but only for its intended purpose.

Your personal and sensitive information may be disclosed to:

- Potential and actual employers, clients of NLogic and trusted third parties
- NLogic employees
- Referees
- External providers of on-line training and induction
- Our insurers
- Any person required by law to have access to the information

Security and data retention

Securing your personal information is the utmost importance to NLogic, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We adopt security measures to protect your information from access by unauthorised persons and against accidental loss, destruction and damage.

We hold personal information in a combination of secure computer storage facilities and paper-based files and other records, and take such steps as are reasonable in the circumstances to protect the personal information we hold from misuse, interference and loss, unauthorised access, modification or disclosure. We will hold your information for a reasonable period or as long as the law requires. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

Cookie Policy

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. A cookie is a small file of letters and numbers that we store on your browser or the hard drive of your computer if you agree. Cookies contain information that is transferred to your computer's hard drive.

We use the following cookies:

- Strictly necessary cookies. These are cookies that are required for the operation of our website. They include, for example, cookies that might enable you to log into a secure area of our website.

- Analytical/performance cookies. These are cookies that allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.
- Functionality cookies. These cookies are used to recognise you when you return to our website. This enables us to personalise our content for you and remember your preferences.
- Targeting cookies. These cookies record your visit to our website, the pages you have visited and the links you have followed. We will use this information to make our website more relevant to your interests.

For further information on our use of Google Analytics, please go to:

<http://code.google.com/apis/analytics/docs/concepts/gaConceptsCookies.html#cookiesSet>.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies), you may not be able to access all or parts of our site.

Feedback, updating and amending your personal information

If, at any time, you wish to complain or provide feedback and/or verify, update or amend or delete the personal information you have provided to NLogic, you can send an email to info@nlogicmanagement.com.au or complete and submit the form as found on our website www.nlogicmanagement.com.au/contact-us. NLogic will need to verify authenticity of the individual wishing to make the changes.

Complaints

We aim to acknowledge receipt of all complaints within 10 working days, and aim to resolve all complaints within 30 working days. This may not be possible in all circumstances depending on the contents of the complaint. In this situation, we will respond to your complaint in a reasonable time. If you are not satisfied with our response to your complaint, in Australia you can contact the Privacy Commissioner at:

Australian Privacy Commissioner
Privacy Commissioner's Office
GPO Box 5218
SYDNEY NSW 1042

Company information

NLogic Management Services, PO Box 238 Moorebank BC 1877, Liverpool NSW 2170
ABN 74 801 522 465