

Privacy Policy

Last updated 8th March 2022

1. This document sets out the privacy policy of Locumly Pty Ltd ABN 81 654 643 393 (referred to in this privacy policy as 'we', 'us', or 'our').
2. We take our privacy obligations seriously and we've created this privacy policy to explain how we store, maintain, use and disclose personal information.
3. By providing personal information to us, you consent to our storage, maintenance, use and disclosing of personal information in accordance with this privacy policy.
4. We may change this privacy policy from time to time by posting an updated copy on our website and we encourage you to check our website regularly to ensure that you are aware of our most current privacy policy.

Privacy Policy

TYPES OF PERSONAL INFORMATION WE COLLECT

The personal information we collect may include the following:

- (a) name;
- (b) mailing or street address;
- (c) email address;
- (d) social media information;
- (e) telephone number and other contact details;
- (f) age;
- (g) date of birth;
- (h) ABN/ACN number;
- (i) Australian Health Practitioner Regulation Agency registration number and other relevant registration numbers;
- (j) credit card or other payment information;
- (k) sensitive information as set out below;
- (l) information about your business or personal circumstances;

- (m) information in connection with client surveys, questionnaires and promotions;
- (n) your device identity and type, I.P. address, geo-location information, page view statistics, advertising data and standard web log information;
- (o) information about third parties; and
- (p) any other information provided by you to us via our website or our online presence, or otherwise required by us or provided by you.

HOW WE COLLECT PERSONAL INFORMATION

We may collect personal information either directly from you, or from third parties, including where you:

- (a) create an account or contact us through our website;
- (b) receive goods or services from us;
- (c) submit any of our online sign up forms;
- (d) create or apply for a shift listing on our website;
- (e) communicate with us via email, telephone, SMS, social applications (such as LinkedIn, Facebook or Twitter) or otherwise;
- (f) interact with our website, social applications, services, content and advertising; and
- (g) invest in our business or enquire as to a potential purchase in our business.

We may also collect personal information from you when you use or access our website or our social media pages. This may be done through use of web analytics tools, 'cookies' or other similar tracking technologies that allow us to track and analyse your website usage. Cookies are small files that store information on your computer, mobile phone or other device and enable and allow the creator of the cookie to identify when you visit different websites. If you do not wish information to be stored as a cookie, you can disable cookies in your web browser.

We may use Google Analytics to collect and process data, including when you use third party websites or apps. To find out more see [How Google uses data when you use our partners' sites or apps](#).

USE OF YOUR PERSONAL INFORMATION

We collect and use personal information for the following purposes:

- (a) to provide goods, services or information to you;
- (b) for record keeping and administrative purposes;
- (c) to provide information about you to our contractors, employees, consultants, agents or other third parties for the purpose of providing goods or services to you;
- (d) to improve and optimise our service offering and customer experience;
- (e) to comply with our legal obligations, resolve disputes or enforce our agreements with third parties;
- (f) to send you marketing and promotional messages and other information that may be of interest to you and for the purpose of direct marketing (in accordance with the Spam Act). In this regard, we may use email, SMS, social media or mail to send you direct marketing communications. You can opt out of receiving marketing materials from us by using the opt-out facility provided (e.g. an unsubscribe link);
- (g) to send you administrative messages, reminders, notices, updates, security alerts, and other information requested by you; and
- (h) to consider an application of employment from you.

We may disclose your personal information to cloud-providers, contractors and other third parties located inside or outside of Australia. If we do so, we will take reasonable steps to ensure that any overseas recipient deals with such personal information in a manner consistent with how we deal with it.

(Sharing of your Information) We may need to share your personal information with third parties, including any businesses that we work with to provide you with our services. This may include credit card or payment information that we may share to our online payment providers,

such as Stripe, for the purpose making or collect payments. For further information on Stripe's security policies, we encourage you to refer to their website [here](#). You consent to the sharing of your personal and sensitive information with these third parties as required to provide you with the services.

SENSITIVE INFORMATION

We may collect sensitive information about you during the course of providing you services. The type of sensitive information we may collect includes: information relating to your trade union or other professional associations or memberships, criminal records, health information or biometric information.

We will only collect this sensitive information where you consent and provide us with this information. If you consent, your sensitive information may only be used and disclosed for purposes relating to providing you with our services and/or data analytics where we cannot obtain your consent.

Your sensitive information may also be used or disclosed to comply with our legal obligations.

SECURITY

We take reasonable steps to ensure your personal information is secure and protected from misuse or unauthorised access. Our information technology systems are password protected, and we use a range of administrative and technical measures to protect these systems. However, we cannot guarantee the security of your personal information.

LINKS

Our website may contain links to other websites. Those links are provided for convenience and may not remain current or be maintained. We are not responsible for the privacy practices of those linked websites and we suggest you review the privacy policies of those websites before using them.

REQUESTING ACCESS OR CORRECTING YOUR PERSONAL INFORMATION

If you wish to request access to the personal information we hold about you, please contact us using the contact details set out below including your name and contact details. We may need to verify your identity before providing you with your personal information. In some cases, we may be unable to provide you with access to all your personal information and where this occurs, we will explain why. We will deal with all requests for access to personal information within a reasonable timeframe.

If you think that any personal information we hold about you is inaccurate, please contact us using the contact details set out below and we will take reasonable steps to ensure that it is corrected.

COMPLAINTS

If you wish to complain about how we handle your personal information held by us, please contact us using the details set out below including your name and contact details. We will investigate your complaint promptly and respond to you within a reasonable timeframe.

CONTACT US

For further information about our privacy policy or practices, or to access or correct your personal information, or make a complaint, please contact us using the details set out below:

Email: hello@locum.ly

Our privacy policy was last updated on 8th March 2022.

COOKIES POLICY

1 INTRODUCTION

- (a) This Cookies Policy applies between you and us, Locumly Pty Ltd ABN 81 654 643 393 (“**we**”, “**us**”, or “**our**”).
- (b) This Cookies Policy applies when you use our website accessible at <https://www.locum.ly/> (“**Website**”), and describes the types of cookies we use on our Website, how we use them, and how you can control them.
- (c) A cookie is a small file that’s stored on your computer or device when you visit a website that uses cookies. We may use several different cookies on our Website, for the purposes of website functionality, performance, advertising, and social media or content cookies. Cookies enhance your experience on our Website, as it allows us to recognise you, remember your details and preferences (for example, your log-in details), and provide us with information on when you’ve visited and how you’ve interacted with our Website.

2 TYPES OF COOKIES WE USE

The below table sets out the type of cookies we may collect on our Website.

| | |
|-----------------------------------|--|
| Strictly Necessary Cookies | Certain cookies we use are essential for the proper functioning of our Website, without which our Website won’t work or certain features won’t be accessible to you. For example, we may need to remember data |
|-----------------------------------|--|

| | |
|----------------------------|--|
| | you've inputted from one page to the next in a single session. |
| Performance Cookies | Performance cookies collect information about your use of the Website to help enhance the services we provide to you. We collect information about how you interact with the Website, including the pages you visit and the frequency of your visits. This information helps us identify patterns of usage on the site, collect analytics data, identify issues you may have had on the Website, make changes to enhance your browsing experience, and analyse if our marketing is effective and relevant to you. |
| Functional Cookies | <p>We use functional cookies to improve your experience on our Website and make things more convenient for you. These cookies personalise your experience on our Website based on your preferences, by remembering your details such as your login details or region.</p> <p>Security cookies are a type of functional cookie, which assist with website and user account security. Load balancing session cookies are used for the duration of the session to distribute user requests across multiple servers to optimize website speed and capacity. We may also use user interface customization persistent cookies to store a user's preferred version of our Website, such as font and language preferences.</p> |
| Advertising cookies | Advertising cookies are used on our Website to provide you with targeted marketing materials in accordance with your interests and preferences. These cookies remember that you visited our Website, and we may provide this information to |

| | |
|------------------------|--|
| | third-parties. These cookies usually cannot personally identify you, so your anonymity is typically secured. These cookies ensure that advertisements displayed to you are things that may be of interest to you. |
| Content cookies | Content cookies are placed by many social media plugins (like plugins that allow you to share content on Facebook), and other tools to enhance the content displayed on a website (for example, services that allow the playing of video files). We integrate these plugins into our Website to improve usability and customer experience. Some of these third party services may place cookies that are also used for the purposes of behavioural advertising or market analysis. |

3 **HOW LONG WILL COOKIES REMAIN ON MY DEVICE?**

The amount of time that a cookie remains on your computer or device depends on the type of cookie – cookies are either “persistent” or “session” cookies. Persistent cookies last until they expire or are deleted, so they may remain on your device for as little as 10 minutes to several years. Session cookies last until you stop browsing, so just for the relevant session.

4 **HOW DO THIRD PARTIES USE COOKIES ON THE WEBSITE?**

We may use third party analytics cookies to collect information about your interaction with our Website. We also may use Google Analytics and other third-party analytics providers to help process data. To find out more, see [How Google uses data when you use our partners’ sites or apps](#).

5 HOW DO I CONTROL COOKIES?

- (a) Usually, you can control and manage cookies through your browser. You can control whether or not your browser accepts cookies, how to filter and manage cookies, and how to delete cookies at the end of a session.
- (b) If you remove or block cookies, this may negatively impact your experience of our Website and you may not be able to access all parts of our Website.
- (c) Many third party advertising services allow you to opt out of their tracking systems, by giving you the opportunity to opt out by way of a pop-up before downloading cookies to your device.

6 UPDATES TO THIS POLICY

We may update this Cookies Policy from time to time. When we make changes, we'll update the "Last updated" date at the top of the Cookies Policy and post it on our sites. We encourage you to check back periodically to review this Cookies Policy to ensure that you are aware of our current Cookies Policy.