



COOKABURRA DATA PROTECTION POLICY

1. Introduction

1.1 Cookaburra Hospitality Recruitment Agency (hereinafter referred to as “the Agency”) is committed to protecting the personal data of its staff, job-seekers, and clients in accordance with the Data Protection Act 1998.

1.2 This Data Protection Policy outlines the principles and procedures governing the collection, processing, and storage of personal data by the Agency.

2. Purpose of Data Processing

2.1 The Agency processes personal data for the following purposes:

- a) Staff Administration
- b) Advertising, Marketing, and Public Relations
- c) Accounts and Records
- d) Administration and Processing of job-seekers’ personal data for work-finding services

3. Principles of Data Protection

3.1 The Agency shall adhere to the following principles of data protection:

- a) Fair and lawful processing
- b) Limited purposes
- c) Adequacy, relevance, and non-excessiveness
- d) Accuracy and currency
- e) Limited retention
- f) Compliance with data subjects’ rights
- g) Security safeguards
- h) Restrictions on international transfers

4. Definition of Personal Data

4.1 “Personal data” refers to any information relating to an identified or identifiable individual, as defined by the Data Protection Act 1998.

5. Sensitive Personal Data

5.1 Certain categories of data, including but not limited to health information, racial or ethnic origins, and political opinions, are considered sensitive personal data and shall be processed with explicit consent.

6. Security Measures

6.1 Only authorized personnel designated in the appendix are permitted to access, modify, or delete data from the Agency’s database.

6.2 All employees shall ensure the implementation of adequate security measures to protect personal data from unauthorized access, disclosure, or alteration.

7. Disciplinary Actions

7.1 Breaches of this Data Protection Policy shall be considered disciplinary offenses and may result in disciplinary action, up to and including termination of employment.

8. Access to Data

8.1 Data subjects have the right to access their personal data upon request and payment of a fee. All requests for data access shall be directed to the Data Protection Officer listed in the appendix.

9. Handling of References

9.1 Requests for access to references from third parties shall be handled cautiously and in accordance with the Data Protection Act 1998.

10. Human Rights Act 1998

10.1 The Agency acknowledges and respects the rights of individuals as outlined in the Human Rights Act 1998, including the right to privacy and freedom from discrimination.

11. Conclusion

11.1 This Data Protection Policy constitutes a legally binding agreement between the Agency and its employees, job-seekers, and clients regarding the processing and protection of personal data.