



PRIVACY POLICY

The privacy and confidentiality of your personal information is very important to us. In doing so, we are guided by the Australian Privacy laws in handling personal information you disclose with us. We take all reasonable steps to secure your personal information in our possession from misuse, unauthorised access and modification.

In the event you decide to engage our services, we will need to collect and disclose personal information required by the relevant immigration authorities, other government bodies, or other parties including but not limited to, skills assessing authorities, tribunals and courts. Please let us know if you have any objection to this and about the personal information that we may collect from you.

We ask you not to provide your personal information to us should you have any objection to our collection and handling of personal information. On the other hand, if you provide us with the completed Questionnaire, we will take that as an indication of your consent to our collection of personal information.

The personal information we need to collect may include, among others, your name, date and place of birth, nationality, marital or other relationship status, employment status and membership of professional associations, salary information, current immigration status, and information relating to any criminal and medical history. We will also require similar information regarding any family members included in the application. Please inform them about this - we will take your provision of this information as consent for us to discuss any aspect of your matter with them.

While we will endeavour, where reasonable and practicable to do so, to collect information directly from you, we may also collect personal information about you from other persons that may hold relevant information about you, such as your employer – we will let you know if we need to do this. You acknowledge and agree that the disclosure of personal information to us is for a purpose related to the performance of our services to you.

This information will be disclosed to the Department of Home Affairs – Immigration and Citizenship , and where needed, other relevant government departments onshore and offshore, and third parties, such as our service providers.

If your visa application involves a sponsorship by another person (the Sponsor) for whom we also act, then the information you provide to us may be disclosed to the Sponsor for the purpose of ensuring that they are fully aware of all issues relevant to their sponsorship.



You should also be aware that disclosure of personal information may be compelled by law and we would be obliged to disclose personal information in these circumstances.

The information you give us is expected to be true and accurate. If you believe that the information we hold about you is incorrect in some way, please inform us of the inaccuracies and we will correct the information in our records.

You can obtain details of the personal information we hold about you by contacting us directly. A request for access to your personal information will be dealt within 10 business days unless it is reasonable in the circumstance to extend the period. We will advise you accordingly should we incur any delay.