



Graded Solutions
RECRUITMENT AGENCY

Privacy Policy for Graded Solutions

Effective Date: 22/12/2022

This Privacy Policy sets out the manner in which Graded Solutions ("we", "us", or "our"), a proprietary limited company based in Victoria, Australia, collects, uses, discloses, and protects any personal information we obtain from individuals who visit our website or engage with our services. We are committed to protecting the privacy of our clients, website visitors, and any individuals whose personal information we handle in the course of our business activities. Please read this Privacy Policy carefully to understand how we handle your personal information.

1. Collection of Personal Information

We may collect personal information from individuals in a variety of ways, including:

- a) When you visit our website, we may automatically collect certain technical information such as your IP address, browser type, and access times through the use of cookies or similar technologies.
- b) When you voluntarily provide personal information to us through our website contact forms, during client engagements, or when providing feedback on our services.
- c) When we receive personal information from third parties, such as immigration authorities, recruitment agencies, or other professionals you may have engaged with.

The types of personal information we may collect include, but are not limited to:

- Name, contact details, and address
- Date of birth and nationality
- Employment history and qualifications
- Financial information for payment processing purposes
- Music and creative content for the purpose of music production

2. Use of Personal Information

We may use personal information for the following purposes:

- Providing the requested services in the areas of Social Research consultancy, Immigration consultancy, Recruitment consultancy, and Music Production.
- Managing client relationships, including internal record keeping, billing, and communication.
- Internal analysis and business development purposes to improve our services.
- Compliance with legal and regulatory obligations.
- Marketing and promotional activities with your consent (unless otherwise permitted by applicable laws).

3. Sharing of Personal Information

We may need to share personal information with third parties for the purposes described above. This may include, but is not limited to:

- Trusted service providers that assist us in operating our business, such as IT service providers, payment processors, and marketing agencies.
- Regulatory and government authorities in compliance with legal obligations or in response to a valid request.
- Selected business partners or sponsors, subject to obtaining your consent where required by law.

4. Data Security

We are committed to ensuring that your personal information is secure. We implement reasonable technical and organizational measures to protect against unauthorized access, loss, destruction, or alteration of personal data. However, no method of transmission or storage is completely secure, and therefore we cannot guarantee absolute security.

5. Retention of Personal Information

We will retain personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy unless longer retention is required or permitted by law. Once the information is no longer required, it will be securely disposed of or anonymized.

6. Your Rights and Choices

You have the right to access, correct, update, or request the deletion of the personal information we hold about you. You may also object to the processing of your personal information, restrict its usage, or request its transferability.

To exercise these rights or if you have any questions, concerns, or complaints about our Privacy Policy or data practices, please contact us using the contact details provided below in section 8.

7. Changes to this Privacy Policy

We reserve the right to update or change this Privacy Policy from time to time to reflect changes in our practices, technologies, legal requirements, or when it is otherwise necessary. The updated Privacy Policy will be effective upon posting on our website, and your continued use of our services after any changes constitutes your acceptance of the updated Privacy Policy.

8. Contact Us

If you have any questions, comments, or requests regarding this Privacy Policy or our data practices, please contact us at:

Graded Solutions

Address: 4 Clitheroe Drive, Wyndham Vale, VIC 3024, Australia

Email: thembelani@gradedolutions.com.au/rejoiceg@gradedolutions.com.au

Phone: +61 405 824 226

We will endeavor to respond to your inquiries within a reasonable timeframe.

By continuing to use our website or engaging with our services, you consent to the terms laid out in this Privacy Policy.