

Privacy Policy

Effective Date: 26/1/25

At Career Architect (referred to as “we,” “our,” or “us”), your privacy is important to us. This Privacy Policy outlines how we collect, use, and protect your personal information when you interact with our website, services, and communications. By using our website, you agree to the terms outlined in this policy.

1. Information We Collect

We collect information to provide and improve our services. The types of information we may collect include:

a. Personal Information

- Name
- Email address
- Phone number
- Job title or role
- Employer or company name
- Any other information you voluntarily provide via forms, emails, or during consultations.

b. Non-Personal Information

- Browser type
- IP address
- Pages visited on our website
- Time and date of your visit
- Referring URLs

c. Cookies

We use cookies to enhance your browsing experience, analyse site traffic, and personalize content. You can manage or disable cookies in your browser settings.

2. How We Use Your Information

We use your information for the following purposes:

- To provide recruitment and coaching services.
- To communicate with you regarding inquiries, bookings, and updates.
- To improve our website, services, and user experience.
- To send marketing and promotional communications (with your consent).
- To comply with legal obligations.

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3. Sharing Your Information

We respect your privacy and will not sell, rent, or trade your personal information. We may share your information:

- With service providers who help us deliver our services (e.g., payment processors, email platforms) under strict confidentiality agreements.
- With potential employers or candidates as part of the recruitment process, with your prior consent.
- When required by law or to protect our rights and interests.

4. Data Security

We implement industry-standard security measures to protect your personal information from unauthorized access, alteration, disclosure, or destruction. However, no method of online transmission or storage is 100% secure, and we cannot guarantee absolute security.

5. Your Rights

You have the following rights regarding your personal information:

- Access: Request access to the personal data we hold about you.
- Correction: Request corrections to inaccurate or incomplete information.
- Deletion: Request deletion of your personal information, subject to legal or contractual obligations.
- Withdraw Consent: Opt out of marketing communications at any time.

To exercise your rights, please contact us at nicole@careerarchitect.com.au

6. Third-Party Links

Our website may contain links to third-party websites. We are not responsible for the privacy practices of these external sites and encourage you to review their privacy policies.

7. Updates to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or for other operational, legal, or regulatory reasons. Changes will be posted on this page with an updated "Effective Date."

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8. Contact Us

If you have questions or concerns about this Privacy Policy, please contact us:

Career Architect

Email: nicole@careerarchitect.com.au

Website: www.careerarchitect.com.au