



## **Privacy Policy**

### **1. General**

This privacy policy is provided for the benefit of all users of [www.envoygolf.com](http://www.envoygolf.com), to ensure all those who use our services are aware of how and when their information is processed.

EnvoyGolf collects various pieces of personal information, provided to us directly by you. Your information is processed only when it is necessary, for us to be able to offer you the services we provide or for us to further develop our services. Processing your information during such development work may for example include processing it for research, analytics, or maintenance reasons.

Without your information, we cannot offer you the full services we normally provide. Your information may also be used for direct marketing purposes, which you can opt out of at any time by contacting us. By using our website and providing us your information in the non-mandatory sections forms, you agree to the collection and use of information as stipulated in this policy.

This Privacy Policy has been compiled and is kept up to date in accordance with the Australian Privacy Act 1888 and takes into account the General Data Protection Regulation (GDPR) for our site visitors located within the European Union. Any complaints, questions or issues regarding our Privacy Policy may be directed directly to us using the contact details provided on our website, and any updates required to make our Privacy Policy correspond with the relevant regulations will be treated as a priority.

#### **1.1. How Information Is Collected**

EnvoyGolf may collect information from you through:

- All the forms on our website; including the contact form, the job posting form, the candidate registration form and the job application form.
- The services you are provided.
- Any direct emails you send us or any phone calls you may engage in with us.
- All files you upload during the application process.
- Any customer support or technical assistance requests you may make.

#### **1.2. What Kind of Information Is Collected**

What kind of information is collected depends on the extent that website users utilise our website, as specified in section 2. Everyday visitors who do not create a username, register as a candidate and apply for any advertised jobs or provide information on available jobs, are not required to submit any personal information.

### **2. Different Service Groups**

As EnvoyGolf provides slightly varying services to the golf clubs involved and the candidates involved, their information is also processed slightly differently. If at any stage of the process any participating members wish to withdraw from participating in any of the services EnvoyGolf provides, the information they have provided will also be removed at their request.



## 2.1. Golf Club Information

The information provided to us by golf clubs, more specifically the information submitted for the creation of a job ad, will be published on our website for registered and signed in candidates to see. The information provided to us will be accessible to all signed in candidates in an unmodified form, not including possible language correction changes. Golf clubs involved in the recruitment process will not be able to access, view or modify any information provided to us by other clubs. The personal details of the golf club contact person will not be shared generally or be visible anywhere on the website but may be provided directly to selected candidates at some point of the recruitment process to enable direct contact between the two parties.

The specific information we collect from clubs and club representatives through registration on our website is all essential information needed for the recruitment process and includes: golf club information (the name of the golf club, a link to the club's website, information on the position available and generally on the club), as well as the email address and name of the representative.

## 2.2. Candidate Information

The information provided to us by candidates will be shared with those clubs that are advertising available positions and the candidate has specifically chosen to apply for, no others unless specific permission is acquired from the candidate. The information will be forwarded in an unmodified form, not including possible language correction changes. Other candidates involved will not at any stage be able to access, view or modify the information an individual has submitted through our forms.

For us to be able to provide clubs with enough information to make a decision on who they would like to interview and hire, EnvoyGolf needs to provide them with sufficient information for them to make an informed decision. This means we will collect the following information/ask the candidate to answer the following questions: name, home address, email address, phone number, nationality (for visa purposes), birthday, a photo and video of the candidate, letter of recommendation (optional), resume style information on education, skills and work background, a cover question, interests and hobbies, question on how they heard about EnvoyGolf. Some of these answers provided by the candidate will not be provided to the clubs but are for the benefit of EnvoyGolf. This is specified in the "Application Information" section of our website.

## 3. Cookies Policy

In accordance to regulations, the EnvoyGolf website informs every visitor that it uses cookies. As specified on the Wix platform website (<https://support.wix.com/en/article/cookies-and-your-wix-site>), Wix uses cookies:

- To provide a great experience for visitors and customers.
- To identify registered members (members who have registered to the EnvoyGolf website).
- To monitor and analyse the performance, operation and effectiveness of Wix's platform.
- To ensure the platform is secure and safe to use.



For more information on the cookies used on Wix-sites, including the EnvoyGolf website, see <https://support.wix.com/en/article/cookies-and-your-wix-site>.

The cookies notification on the EnvoyGolf website does not directly give the option for users to opt out of the use of cookies but we would like to advise that the section “more information” in the banner leads to information on how to turn off cookies in different browsers. However, by turning off cookies, some of the different services and sections on our website may become inaccessible to users who choose to do so.

#### **4. Security Disclosure**

The EnvoyGolf website has been built using the Wix platform, and the EnvoyGolf website is a HTTPS/SSL-secure site. Although every step has been taken and will be taken to keep the information you provide us with safe, EnvoyGolf would like to inform its stakeholders that they submit this information at their own risk.

For more on the security and privacy policies of Wix, please see:

<https://www.wix.com/about/privacy>

<https://support.wix.com/en/about-wix/security>