



PetroleumProfessions

## **PRIVACY STATEMENT**

### **Privacy Statement & Integrity**

Petroleum Professions are committed to protecting your privacy.

When you work with Petroleum Professions, your information is confidentially and securely saved to a secured Information System. Resumes, contracts and communication notes are saved and maintained in our sophisticated Petroleum Professions database which only Petroleum Professions personnel have access to.

Petroleum Professions will not disclose personal information you provide us with to any outside party, with out your expressed permission to do so.

Resumes and information on applicants and candidates are not provided to clients without the consent of the candidate.

Introductions, interviews and meetings are always managed professionally and confidentially.

Reference and probity checks are performed after the candidates consent.

When applying for a position with Petroleum Professions and on confirmation of shortlist and presenting candidate Resume and details to the client is it accepted that Petroleum Professions will provide the client with all the information sourced to ensure a suitable match for both parties.

When negotiating and mediating salaries between Clients and Candidates it is accepted that Petroleum Professions will act in the best interest of both parties concerned maintaining integrity, honesty and fairness. Petroleum Professions will advise from information they have learnt and gathered in the Industry.