

— STAND OUT — RESUMES

WWW.STANDOUTRESUMES.COM.AU

PRIVACY POLICY

Standout Resumes is a division of Standout Creative Media ABN 94503761646

Your personal information

Sending of documents with personal information including address, telephone number, education and work history will be at the discretion of the sender. All documents received will be stored securely during the course of preparing clients' applications. Once information is no longer needed, Standout Resumes will remove any details that will identify you and/or Standout Resumes will securely destroy all records.

Correspondence

All correspondence is directly with Sarah Letch (owner/operator of Standout Resumes). Emails are securely sent and remain **100% confidential**.

Standout Resumes website uses contact forms in which you provide contact information (such as your name and email address), so you can contact and request information. Your information is only used to correspond via email when necessary.

Final product

Your final documents will be provided to you in both MS Word and PDF formats, with full license to the use and customisation of resume template and fonts provided for their intended purpose. Standout Resumes has a very high success rate in securing interviews with written applications, however this cannot be 100% guaranteed.

Financial transactions

Payment is processed by EFT from the client to Standout Resumes via bank deposit or PayPal. These details will be provided during the process. Standout Resumes will never request your personal banking details unless a refund or discount is applied after payment has been made. **Credit card information is never sought.**

Testimonials

Standout Resumes often posts customer testimonials on the website which will only ever contain a first name or initials, and the date it was received. If you would like to request the removal of your testimonial from the site, please contact Sarah at: sarah@standoutresumes.com.au and it will be removed within 48 hours.

Contact

If you have questions or concerns regarding this statement, you can contact Standout Resumes:
sarah@standoutresumes.com.au