

***What your personal information is***

Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. address and phone number). It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements. Personal information includes sensitive information.

What sensitive information is

Sensitive information is a special category of personal information. It is information or opinion about your:

- racial or ethnic origin;
- political opinion;
- membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- membership of a professional or trade association or membership of a trade union;
- sexual preferences or practices;
- criminal record;
- health or disability (at any time);
- expressed wishes about the future provision of health services.

It includes personal information collected to provide a health service.

Sensitive information can, in most cases, only be disclosed with your consent.

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by jobwire for its own use and on behalf of other members of the jobwire group who might require access to your personal and sensitive information in connection with your work placements.

The other members of the jobwire group are:

- People Consulting Pty Ltd
- The Leadership Edge

How to contact us

If you wish to contact us about your personal or sensitive information please contact our Privacy Co-ordinator during normal office hours, which are 8:30am to 5:30pm, Monday to Friday:

PRIVACY CO-ORDINATOR
TELEPHONE: (02) 6651 8824
E-MAIL: hr@jobwire.com.au
FAX: (02) 6651 8826



If you need to contact us about your personal or sensitive information urgently outside normal office hours you should contact your local branch managers as follows:

Adelaide: (08) 8410 5122	Essendon: (03) 9331 4080
Archerfield: (07) 3277 6244	Ingleburn: (02) 9605 3299
Brisbane Commercial: (07) 3852 6661	Melbourne CBD: (03) 9670 8530
Canberra: (02) 6295 7211	Mulgrave: (03) 9561 8397
Coffs Harbour: (02) 6651 8824	Silverwater: (02) 9748 7588
Darwin: (08) 8941 7899	Perth: (08) 9221 2177
Devonport: (03) 6423 4674	Sydney City: (02) 9299 1744

How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration.

Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative);
- we receive any complaint from or about you in the workplace;
- we receive any information about a workplace accident in which you are involved;
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- you undertake PC skills testing at our premises;
- you register your personal details online at the jobwire website;
- you provide us with any additional information about you.

How your information will be used

Your personal and sensitive information may be used in connection with:

- your actual or possible work placement;
- for payroll purposes
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- our identification of your training needs;
- any workplace rehabilitation;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.



Your personal and sensitive information may be disclosed to...

- potential and actual employers and clients of the jobwire group
- referees;
- other members of the jobwire group;
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- a Workers Compensation body;
- our contractors and suppliers – e.g. our I.T. contractors and database designers, our agents acting on our behalf overseas with regards to obtaining references from your referees;
- any person with a lawful entitlement to obtain the information;
- any government or semi government authority charged with the responsibility and permission to collect information.

If you do not give us the information we seek

If you do not give us the information we seek:

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work;

You can gain access to your information and request corrections to it if you believe it is incorrect

Subject to some exceptions which are set out in the *National Privacy Principles* (Principle 6 – Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact our PRIVACY CO-ORDINATOR, whose details are shown above.

In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

Under the Fair Trading Act, we are required also to provide you with the following information:



Your Rights As A Candidate

- that the employment placement service must not charge a job seeker a fee for the purpose of finding the job seeker employment
- an employment placement service must not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position); and
- if a job seeker believes that an employment placement service has acted inappropriately, the job seeker may contact the Department of Fair Trading for information on possible action that may be taken

You consent to the collection, use and storage of your personal and sensitive information

I..... (FULL NAME)
of.....(ADDRESS) who can be identified
by.....
.....(FURTHER MEANS OF IDENTIFICATION)

have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- personal and sensitive information about me being collected by you as indicated above;
- personal and sensitive information about me being used as indicated above;
- personal and sensitive information about me being disclosed as indicated above.

DATE:.....

SIGNED.....

WITNESS.....

PRINT WITNESS NAME AND ADDRESS.....

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