



Privacy Policy Collection Statement

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
- religious beliefs, affiliations or philosophical beliefs
- membership of a professional or trade association or membership of a trade union
- sexual preferences or practices; criminal records
- 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 Employnow for its own use and on behalf of other members of Employnow who might require access to your personal and sensitive information in connection with your work placements.

How to contact us

Contact our Manager on (02) 9332 4288 during office hours or e-mail info@employnow.com.au

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 submitted in connection with your application to us for registration.

Personal and sensitive information will also be collected when

- we collect 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 provide us with any additional information about you

The above information will be retained for a minimum of three (3) months; or while you remain an active candidate.



Your information will be used

Your personal and sensitive information may be used in connection with

- your actual or possible work placement
- your performance appraisals
- our assessment of your ongoing performance and prospects
- any test or assessment (including medical test 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
- surveys and feedback requests
- birthday and other celebrations

Your personal and sensitive information may be disclosed to

- a. potential and actual employers and clients of Human Resource Partners
- b. referees
- c. other members of Employnow Pty Ltd
- d. a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information
- e. a Workers Compensation body
- f. our contractors and suppliers - e.g. our IT contractors and database designers
- g. any person with a lawful entitlement to obtain the information.

If you do not give us the information we seek

If you do not give us the information we seek:

1. we may be limited in our ability to locate suitable work for you
2. we may be limited in our ability to place you in work

You can gain access to your information and correct it if 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 and 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 your 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 Manager on (02) 9332 4288 or e-mail, info@employnow.com.au



Openness Policy

Employnow will collect from an individual various personal and sensitive information. This information may include the following,

1. Name and address
2. Work addresses (current and previous)
3. Phone, fax, email address
4. Banking details
5. Car ownership and drivers license
6. Date of birth (if supplied)
7. Work experience, skills and qualifications
8. Medical information (i.e. workers compensation claims)
9. Taxation information (i.e. Tax File Number, HECS, family benefits, exemptions)
10. Superannuation information
11. Next of kin (name, relationship, contact details)
12. Test results (applications, competency and psychometric/behavioural)
13. Reference checks
14. Visa and residency information
15. Quality checks or performance ratings from employers
16. Consultant interview notes
17. Conversations or communications made via phone, fax or email
18. Professional membership or Trade Union Associations
19. Salary expectations

Employnow holds this information for the following reasons,

- the recruitment process
- legal and statutory requirements
- employment requirements

Should you wish to access your information you will be required to contact Employnow to arrange a convenient time. Photo ID will be required to prove your identity prior to being granted access to any information.

If you are able to establish that the information we hold about you is not accurate, complete and up-to date, Employnow will take reasonable steps to correct the information to ensure that it is correct, accurate and up-to-date.

Should Employnow disagree about whether the information is accurate, complete or up-to-date we will allow you to place your statement detailing why the information is not accurate, complete or up-to-date in the file.

You Consent To Collection and Storage of Your Personal and Sensitive Information

You have read and understood each of the statements in this collection statement and voluntarily consent to:

1. Personal and sensitive information about me being collected by you as indicated;
2. Personal and sensitive information about me being used as indicated above;
3. Personal and sensitive information about me being disclosed as indicated above;