

The Privacy Amendment (Private Sector) Act 2000 seeks to protect individuals against interference with their privacy by regulating the way in which private organisations collect, handle, disclose, use and store personal information.

Recruitflex is committed to ensuring the privacy of your personal information. We understand how important the privacy of your personal information is to you. Recruitflex is committed to complying with the Act and the privacy provisions of all applicable legislation.

**What is 'personal information'?**

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, criminal record, etc) to everyday (e.g. address and phone numbers). It would include opinions of others about your work performance (whether true or not), your work experience and qualifications, test results and other information obtained by Recruitflex in connection with your possible work placements. Personal information includes sensitive information. In most cases, personal information can only be disclosed with your consent.

**Who will be collecting your personal and sensitive information?**

Your personal and sensitive information will be collected by Recruitflex for its own legitimate and lawful use and on behalf of staff at Recruitflex who require access to your personal and sensitive information in connection with your work placement.

**How to contact us?**

If you wish to contact us about your personal or sensitive information, you should contact your Recruitflex consultant during normal office hours which are between 8.30am – 5.00pm alternatively our Privacy Officer can be contacted via email: [privacy.officer@recruitflex.com.au](mailto:privacy.officer@recruitflex.com.au)

**How your information will be collected**

Personal and sensitive information will be collected from you directly when you submit your resume to Recruitflex, either by responding to an advertisement in a newspaper or other various third party websites, directly from the Recruitflex website or by simply posting, emailing or handing in your resume to one of our branches.

Personal and sensitive information will also be collected when:

- We receive any reference about you;
- We receive results of enquiries that we might make of your former employers, work colleagues, professional associations or registration bodies (via reference checking);
- We receive results of any competency or medical tests;
- We receive performance feedback (whether negative or positive);
- We receive any complaint from or about you in the workplace;
- We receive any information about a workplace accident in which you were involved;
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved; and
- You provide us with any additional information about yourself at our request or on your own initiative.

**Use of your personal & sensitive information**

Recruitflex may only use your personal and sensitive information for legitimate and lawful purposes. Your relevant personal and sensitive information will be used in connection with:

- Your actual or possible work placements;
- Your performance appraisals and our assessment of your ongoing performance 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 enquiry in which you were involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information.

## **Disclosure of your personal & sensitive information**

In most circumstances Recruitflex will only disclose your personal and sensitive information for its primary purpose. This may include:

- Potential and actual employers and clients of Recruitflex;
- Referees;
- Other staff of Recruitflex / Campbell Page;
- 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 IT contractors and database designers;
- Any person with a lawful entitlement to obtain information.

## **Your provision of information**

If you do not provide us with accurate and relevant information, we may be limited in our ability to locate suitable work for you or limited in our ability to place you in work. Note that the limitations we refer to are only connected to personal and sensitive information that is lawfully relevant to the work that you may be seeking or undertaking.

## **You can gain access to your information to correct it, if it is wrong**

- Subject to some exceptions which are set out in the National Privacy Principles (NPP 6 – Access and Correction), you may 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 correct, accurate or up-to-date;
- If you wish to exercise your rights of access and correction, you should contact your Recruitflex consultant at the branch where you registered.