

## **Statement**

The management of Pacific Personnel Australia Pty Ltd (PPA) is committed to ensuring that our dealings with personal information regarding job seekers, clients and others with whom we deal comply with Australian Privacy laws. The National Privacy Principles that have been established and set out by the Privacy Act 1988 apply to Pacific Personnel Australia Pty Ltd.

Usually the type of information that we collect includes, but is not limited to:

- Candidate or consultant information submitted by resume, CV or application;
- Work performance information;
- Information about incidents that may have occurred in the workplace;
- Information in relation to staff;
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes;
- Information obtained to assist in managing client and business relationships; and
- Information obtained from reference and background checks.

We collect personal information primarily to enable the placement of permanent employees and on-hired casual workers.

## **Purposes For Which We Hold Personal Information**

We primarily hold personal information for the following:

- Placement operations;
- Recruitment;
- Staff management;
- Training;
- Client and business relationship management; and
- Marketing.

## **Collection of Information**

Personal information may be collected by an authorised PPA employee. Authorised PPA employees include the Managing Director, Recruitment Consultant or delegate. All employees are screened which ensures personal information to which they may become privy through the course of their employment, is confidential.

## **Use and Disclosure of Information**

We may disclose personal information to:

- Potential employers or employees;
- Nominated referees;
- Any person or body to which we are required by law to disclose information;
- A competent organisation that conducts background and criminal records checks (provided that the organisation complies with privacy laws); and
- To educational or vocational organisations to the extent necessary to verify qualifications.

In some cases we may only disclose information with your consent.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

### **Contractors**

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically our contractors would include:

- IT contractors and database designers;
- Training service providers;
- Bookkeeping / external accounting services.

### **Data Security**

We will take reasonable steps to protect personal information that we hold from misuse, loss or unauthorised access or disclosure. We will destroy any personal information that we no longer have any use for, other than information that we are required by law to preserve.

### **Access to Personal Information**

Our employees (permanent and/or on-hired casual workers) can access personal information the company may hold about the individual. In order to gain access to individual information, contact the Managing Director. Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you. We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality attached to that information. If you wish to obtain access to your personal information you should contact our Privacy Co-ordinator. You will need to be in a position to verify your identity. We might impose a moderate charge in providing access. Our Privacy Co-ordinator would discuss these with you.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

### **Revising Personal Information**

If personal information changes for permanent and/or on-hired casual workers, please contact management and the correct information will be updated. Management may contact permanent or on-hired casual workers to check that information provided is still correct.

You can make further inquiries or complaints about our privacy policies to our Privacy Co-ordinator. The contact details are:

Kirsty Johns

Pacific Personnel Australia Pty Ltd

Level 2, 30-32 Sydney Road

Brunswick VIC 3056

**Signed**

**Dated**

**The Management, Pacific Personnel Australia Pty Ltd**