

PCA PERSONNEL PTY. LTD.

PRIVACY ACT COLLECTION AND PERMISSION STATEMENT

Introduction

PCA Personnel is committed to ensuring the privacy of your information. The National Privacy Principles established by Privacy Act 1988 and Privacy Amendment (Private Sector) Act 2000 apply to PCA Personnel Pty Ltd. When we receive personal information, we take all the necessary and reasonable steps to secure information in our own systems. Only PCA Personnel authorised staff have access to the database and files that contain personal information.

Personal Information

Personal information is any information or an opinion (whether true or not) about you. It would include:

- Opinion of others about your work performance (whether true or not)
- Information about incidents in the workplace
- Information in relation to absences from work due to illness, leave or other causes
- Your work experience and qualifications
- Aptitude/psychometric test results
- Other information obtained by us in connection with your possible work placements
- Personal details including contact information
- Sensitive information including medical information

Sensitive Information

Sensitive information is a special category of personal information. In most cases we are not permitted to collect or disclose sensitive information unless you have consented. Some sensitive information may be collected from you or a referee only if it is of relevance to the job seeking process. It is information or opinion about your:

- Racial or ethnic origin
- Political opinions
- Membership of a political association
- Religious beliefs or affiliations
- Philosophical beliefs
- Membership of a professional or trade association
- Membership of a trade union
- Sexual preferences or practices
- Criminal record
- Health or Disability (at any time)

Purposes For Which We Hold Personal Information

We primarily hold personal information for the following reasons:

- Placement operations
- Recruitment services
- Training
- Staff Management
- Client and business relationship management
- Marketing
- Payroll and Superannuation
- Management of any complaint, investigation or inquiry in which you are involved
- Any insurance claims or proposal that requires disclosure of your personal or sensitive information

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In some cases we may only disclose information with your consent.

Your personal information may be disclosed to:

- Potential and actual employers and clients of PCA Personnel
- Referees
- Our insurers
- Our I.T. contractors and database designers
- A professional association or registration body that has a proper interest in the disclosure of your personal information
- A Workers Compensation body
- Any person with a lawful entitlement to obtain the information

How Your Information Will Be Collected

Personal and sensitive information will be collected directly from your curriculum vitae and any additional information in connection with your application to us for registration.

Personal information will also be collected when:

- We receive any references about you
- We receive any 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, psychological or medical test
- We receive performance feedback
- 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

Accessing and Updating Your Personal Information

Subject to some exceptions, which are set out in the National Privacy Principles (Principal 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 that information. 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.

Contact Us

If you wish to contact us about your personal or sensitive information or any privacy concerns, please contact

Jane Gaylor
Privacy Coordinator
PCA Personnel Pty Ltd
Telephone: 03 9887 0655
Facsimile: 03 9887 0755
Email: jobs@pcapersonnel.com.au

You can also obtain further information from the Privacy Commissions web site www.privacy.gov.au or by telephoning 1300 363 992.

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

I, _____ (FULL NAME)

of _____ (ADDRESS)

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 NAME _____

WITNESS SIGNED _____

WITNESS ADDRESS _____