

Privacy and Your Information

What your personal information is:

Personal information is any information or an opinion (whether true or not) about you. It may range from very sensitive (eg. medical history or condition) to the everyday (eg. address and phone number). It would include the opinions of others and 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.

- Racial or ethnic origin
- Political opinion
- Membership of a political association or religious beliefs, affiliations or philosophical beliefs
- Sexual preferences or practices
- Criminal record
- Health or disability (at any time)
- Expressed wishes about the future provision of health services.

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 WellsGray Recruitment for its own use in connection with your work placements.

How to contact us:

If you wish to contact us about your personal or sensitive information you should contact:

Tel: 8614 7555
Fax: 8614 7599
Email: info@wellsgray.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 in connection with your application to us for registration.

Personal and sensitive information will also be collected when:

- We receive any reference from 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 any performance feedback whether positive or negative
- We receive any complaint from or about you in the workplace
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.

How your personal information will be used:

Your personal and sensitive information will 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 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 WellsGray Recruitment Pty Ltd
- Referees
- 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 (eg our IT contractors and database engineers)
- Any person with a lawful entitlement to obtain the information

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 to correct it if it is wrong:

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

If you are 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 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 the information in a statement by you that claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise the rights of access and correction, you should contact WellsGray whose details are listed on the front of this form.

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

Your consent to collection, use and storage of your personal and sensitive information:

I, _____

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

Name _____

Signature _____

Date _____

Name of Witness _____

Signature _____