



Integrity

Privacy Collection and Disclosure Consent Form

Responsibility for Policy:	Managing Director	Version:	2023/1
Approved Authority:	Management Team	Approval Date:	April 2023
Applies to:	All Staff	Review Date:	April 2024

WE WILL NEED TO COLLECT PERSONAL INFORMATION ABOUT YOU

Personal information may range from the sensitive (e.g. relevant medical history or criminal history) to the everyday (e.g. address and phone number). We may collect the opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information in connection with your possible work placements.

We will only collect information that is reasonably necessary for the proper performance of our functions or activities. We do not collect or use personal information for the purpose of unlawful discrimination. We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it. We do not record or retain unsolicited personal information if it is not relevant to our operations.

We do not routinely conduct criminal history checks and only do so in order to obtain relevant criminal history with regard to particular jobs you are offered for which you are shortlisted. If you only browse our website, we do not collect information that identifies you personally.

WHO WILL BE COLLECTING YOUR PERSONAL AND SENSITIVE INFORMATION

Your personal information will be collected by Integrity, Level 13, 109 St Georges Terrace Perth WA 6000 for its own use in connection with your work placements.

Your personal information will be held by Integrity, Level 13, 109 St Georges Terrace Perth WA 6000. Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by our staff members.

HOW TO CONTACT US

If you wish to contact us about your personal information you should contact the **Managing Director, Alex Jack**, via phone **08 9327 5444** or email **alexj@integritystaffing.net.au** during office hours, **Monday - Friday 7.00am – 5.30pm**.

PERSONAL INFORMATION ABOUT YOU THAT WE COLLECT FROM OTHERS

We collect personal information about you from other people including referees, previous employers, professional registration authorities, educational institutions, who may be in a position to provide us with information that we may use to assess your suitability to be placed in or continue in positions that you may be offered.

If we reasonably believe that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety we are responsible, we may collect relevant personal information (including health information) that will allow us to manage that risk.

LEGAL REQUIREMENTS FOR PERSONAL INFORMATION

Some laws such as taxation laws, immigration laws, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history) from you that is relevant to the position/s for which you may be applying.

The following Australian Laws require or authorise our collection of personal information from you:

- *Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth)*
- *Private Employment Agencies (Code of Conduct) Regulation 2005 (QLD)*

There may be cases where our duties require us to obtain and disclose certain types of personal information relevant to specific jobs (eg some professional registration legislation may require the collection of certain types of information).

When requesting information of this type we will tell you whether the supply of this information by you is mandatory or voluntary.

IF YOU DO NOT GIVE US ALL OR PART OF THE INFORMATION WE NEED:

- 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;
- We might decline to represent you in your search for work or put you forward for particular reasons.

YOUR PERSONAL INFORMATION WILL BE USED IN CONNECTION WITH:

- Our assessment of your suitability for registration with us;
- The necessary validation (including appropriate third party sources) of your resume, nominated references, or stated qualifications, experience, training or abilities. Where we require third party validation we will tell you how we propose to obtain it;
- Your actual or possible work placement;
- Your performance appraisals;
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;
- Our assessment of your ongoing performance and prospects;
- Our identification of your training needs;
- Suggestions we may make to you, whilst you remain registered with us, for further training in connection with work of the type you are seeking through us;
- Any workplace rehabilitation in which you are involved;
- 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;
- Any reference that we may give concerning your work;
- Our statutory compliance obligations.

YOUR PERSONAL INFORMATION MAY BE DISCLOSED TO:

- Potential and actual employers and clients of Integrity;
- Referees;
- A person who seeks a reference about you;
- Other staff members of Integrity;
- Our insurers;
- Professional association / registration body that has a proper interest in the disclosure of your personal and sensitive information;
- A Worker's Compensation body;
- Our contractors and suppliers e.g. our IT contractors and database designers.
- Any person with a lawful entitlement to obtain the information;
- A parent, guardian, holder of power of attorney (or like authority) or next of kin whom we may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you.

DISCLOSURE OF YOUR PERSONAL INFORMATION TO OVERSEAS RECIPIENTS

It is not likely that we will disclose your personal details to overseas recipients. However, in the event we are required to disclose information to an overseas recipient we will contact you prior to disclosure to seek your permission. The regions in which the overseas recipient to whom we are may disclose your personal information are likely to be located are as follows:

- New Zealand;
- United Kingdom;
- European Union;
- Canada.

ELECTRONIC TRANSACTIONS

We conduct transactions electronically as well as in hard copy and by face to face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the internet and you should take all appropriate steps to protect your personal information. Please see our Privacy Policy for further information.

YOU CAN GAIN ACCESS TO YOUR INFORMATION TO CORRECT IT IF IT IS WRONG

Subject to some exceptions which are set out in privacy legislation you have a right to see and have a copy of personal information held about you that we hold.

If you are able to establish that personal information that we hold about you is misleading, irrelevant, not accurate, complete or up to date, we will take reasonable steps to correct it.

We will ask you to confirm your identity by at least two means (for example, checking that telephone numbers/email addresses match that on our system, asking for dates of birth or dates of employment), prior to making any changes. As a rule, only the person about whom the information relates is able to request a change to the information held. If we are unable to confirm your identity, we will not be able to make any changes, however, we will make a record your request.

If we are unable to agree that personal information that we hold about you is not misleading, relevant, 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 misleading, irrelevant, not accurate, incomplete or out of date.

If you wish to exercise your rights of access and correction you should contact our Managing Director, whose details are show above.

GENERAL ACCESS TO YOUR INFORMATION

Subject to some exceptions which are set out in privacy law, you can gain access to your personal information that we hold. Important exceptions include evaluative opinion material obtained confidentially in the course of our performing reference checks where disclosure would impact on the privacy rights of other people. In many cases evaluative material contained in references we obtain will be collected under an obligation of confidentiality, and which the communicator of that information is entitled to expect will be observed. We do refuse access if it would breach any confidentiality that attaches to that information or if it would interfere with the privacy rights of other people.

If you wish to obtain your personal information you should contact our Managing Director. You will need to be in a position to verify your identity. You should anticipate that it may take a little time to process your application for access. There may be a need to retrieve information from storage and review the information in order to determine what information may be provided. We will acknowledge a request for access to information within 5 business days, and aim to respond within 30 calendar days.

DATA CLEANSE

Integrity performs an annual data cleanse of candidates' personal information. The personal details of any candidate who has not been engaged by Integrity to work for a period of six months or more will be permanently removed from our database.

CONSENT

I _____ of _____
who can be identified by the photographic identification provided by me to Integrity, have read and understood each of the statements in this Privacy Collection and Disclosure Statement and have had sufficient opportunity to read and understand your Privacy Policy. I voluntarily consent to:

- Personal information about me being collected by you as indicated above and in the Privacy Policy;
- Personal information about me being used as indicated above and in the Privacy Policy;
- Personal information about me being disclosed as indicated above and in the Privacy Policy;
- Engaging in electronic transactions with regard to any matter to connected with the purpose for which my personal information may be used or disclosed as indicated above.

Signed

Date