



## PRIVACY/COLLECTION STATEMENT

- ***What is your '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) to the everyday (e.g. address and phone number). It would include the opinions of others 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 is 'sensitive information':***  
Sensitive information is a special category of personal information. It is information or opinion about your:
  - ✓ racial or ethnic origin;
  - ✓ political opinion;
  - ✓ membership of a political association or religious beliefs, affiliations or philosophical beliefs;
  - ✓ membership of a professional or trade association or membership of a trade union;
  - ✓ sexual preferences or practices;
  - ✓ criminal record;
  - ✓ health or disability (at any time);
  - ✓ expressed wishes about the future provisions of health services.
  - ✓ It includes personal information collected to provide a health service.
  - ✓ 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 DCL Recruitment for its own use and on behalf of other members of the DCL Recruitment group who might require access to your personal and sensitive information in connection with your placements.  
  
The other members of the DCL Recruitment group are:
  - DLC Consulting
  - PGC Investments
  - SGS Investigations
- ***How to contact us:***  
If you wish to contact us about your personal or sensitive information you should contact:
  - Peta Champion
  - Rachelle Sinfieldon (02)9905 3566 during normal office hours which are 8.30am – 5.30pm.
- ***How your information will be collected – Attending an Interview***  
Personal and sensitive information will be collected from you directly when you attend an interview at DCL Recruitment. At this time you will 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 about 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 performance feedback (whether positive or negative);
- ✓ 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 investigations or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- ✓ you provide us with any additional information about you.

- ***How your information will be collected – Via our Web Site***

You can visit our website and view its contents without the need to disclose any personal information.

If you select the 'Register Online' or 'Job Listings' and register on-line for employment opportunities and/or submit your resume, we collect some personal information about you which you volunteer by filling in your details and/or submitting your resume. The information collected at this point is put onto our database for retrieval and use by DCL Recruitment for the purposes for which it was intended. By submitting your personal information in this way, you acknowledge and accept our Privacy/Collection Statement.

DCL Recruitment do not disclose any information collected about you or about your visit to our website, or any of the personal information that you provide through the on-line registration process to any other organisation outside DCL Recruitment, unless required to do so by law.

- ***Your information will be used:***

Your personal and sensitive information may 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 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 DCL Recruitment;
- ✓ referees;
- ✓ other members of the DCL Recruitment group;
- ✓ 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 I.T. contractors and database designers;
- ✓ 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 a right to see and have a copy of personal and sensitive information about you, which is held by us.

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 accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact Peta Champion our Privacy Co-ordinator, whose details are shown above.

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

I, \_\_\_\_\_

of (address) \_\_\_\_\_

who can be identified by (optional - eg: Work Visa/Driver's Lic) \_\_\_\_\_

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;
- ✓ DCL Recruitment taking my photograph and retaining this for their sole use, not to be forwarded to prospective employers unless otherwise agreed by me;
- ✓ I confirm I have received a copy of the Collection Statement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_