

Online Personnel operates under National Privacy Principles as set out in Federal Privacy Legislation. The following collection statement details how information which you provide for Online Personnel will be used, who will handle that information and what you can do if you wish to access that information in the future.

Who will be collecting your personal and sensitive information

Any of your personal and sensitive information collected by Online Personnel is only accessed by Online Personnel for employment or legal purposes. All information will be treated in the strictest confidence.

How to contact us

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

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.

Some of the situations in which we may collect/receive Personal and sensitive information include:

- we receive any reference about you;
- we receive results of inquiries that we may 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 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.

How your information may 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 medical tests and assessments) that you may 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 Online Personnel
- referees;
- other members of the Online Personnel 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 or organization with a lawful entitlement to obtain the information.

If you do not give us the information we seek

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 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 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 our Privacy Coordinator 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. Where possible, we will action your request as soon as possible, but all requests will be actioned within 7 to 14 days of the receipt of that request.

PLEASE COMPLETE AND SIGN THE SECTION BELOW 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.

SIGNED.....WITNESS.....DATE:.....