

# Collection Statement to Candidates

## Introduction

We manage personal information in accordance with the *Privacy Act 1988* and the *Australian Privacy Principles*. This policy applies to information collected by Spinifex Recruiting Pty Ltd and related companies (or collectively "Spinifex Recruiting", "we", "us", "our"). The related companies include Small & Associates Pty Ltd, GWS Personnel Pty Ltd, JHA Recruitment & Staff @ work Pty Ltd.

## 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 performance of our functions or activities.

We do not collect or use personal information for the purposes 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 routinely conduct criminal history checks and only do so in order to obtain relevant criminal history with regard to particular jobs you are offered or for which you are shortlisted.

If you only browse our website, we do not collect information that identifies you personally, though we may collect information related to your visit to our website.

See our **Privacy Policy** for more information. Our Privacy Policy sets out further information which it may be helpful for you to know and is available on our web site or by contacting us.

## Who will be collecting your personal and sensitive information

Your personal information will be collected by us for our own use and on behalf of other members of the Spinifex Recruiting group of companies who might require access to your personal and sensitive information in connection with your work placements.

Your personal information will be held by one or more members of the Spinifex Recruiting group of companies. 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 your Recruitment Consultant during normal office hours which are 9am – 5pm, Monday to Friday.

If you need to contact the Privacy Officer about your personal or sensitive information you can phone Spinifex on 1300 731 100 or email [privacy@spinifexaustralia.com.au](mailto:privacy@spinifexaustralia.com.au)

## 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 law, immigration law, 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 and evidence of your right to work) from you that is relevant to the position/s for which you may be applying.

There may be cases where our duties require us to obtain and disclose certain types of personal information relevant to specific jobs. When requesting information of this type we will tell you whether the supply of that 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 positions.

### **Your personal information will be used in connection with:**

- our assessment of your suitability for registration with us;
- the necessary validation (including from appropriate third party sources) of your resume, c.v., 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 that you are seeking through us;
- any workplace rehabilitation in which you and we 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 ours;
- referees;
- a person who seeks a reference about you;
- other members of the Spinifex Recruiting group of companies;
- 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 eg Workcover NSW;
- our contractors and suppliers – e.g. our I.T. contractors, internet service suppliers and database designers, some of whom may be off shore;
- a parent, guardian, holder of an enduring 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;
- any person with a lawful entitlement to obtain the information;
- medical professionals involved in Workers Compensation or pre-employment medical assessments

### **Disclosure of your personal information to overseas recipients**

We are not likely to disclose your personal information to overseas recipients. Refer to our Privacy Policy.

### **Security & Protection of your personal information**

Spinifex Recruiting takes all reasonable steps to ensure the personal information it holds is protected against misuse, interference and loss and from unauthorised access, modification or disclosure. Personal information is held in both hard copy and electronic forms in secure databases on secure premises, accessible only by staff trained to respect confidentiality and privacy of individuals.

Safeguarding candidate information is important to us. At Spinifex Recruiting we take breaches of privacy very seriously and if any personal information has been lost or subjected to unauthorised access, use or modification, we will take all necessary steps to immediately contain and rectify the breach and prevent future occurrences of a similar breach. If the breach is deemed likely to result in serious harm to our candidates, Spinifex Recruiting will take all reasonable steps to notify you and provide you with the relevant information in relation to the breach.

Although we will take all reasonable steps to keep information secure, no internet server or data transmission over the internet can be guaranteed to be 100% secure. We cannot guarantee that the information you supply will not be intercepted while being transmitted over the internet. Therefore, any information which you transmit to us online is transmitted at your own risk.

### **Access and Correction**

Our Privacy Policy also contains information about how you may access personal information that is held by us and seek correction of that information.

### **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.

### Consent in cases where required

Registering with Spinifex Recruiting or associated companies implies you have read and understood each of the statements in this Collection Notice and Consent to Electronic Transactions and have had sufficient opportunity to read and understand our Privacy Policy. Therefore you voluntarily consent to:

1. personal information about you being collected by us as indicated above;
2. personal information about you being used as indicated above;
3. personal information about you being disclosed as indicated above;
4. engaging in electronic transactions with regard any matter connected with the purposes for which your personal information may be used or disclosed as indicated above.

*This information sheet is to be provided to candidates and retained by them for future reference if they choose to. It is also available on the company website if required.*