

# Privacy policy

## **COLLECTION OF INFORMATION STATEMENT**

Since 1994, Win Personnel Consultants Pty Ltd have been successfully providing our candidates with suitable temporary and permanent employment opportunities, adhering to strict guidelines of confidentiality and privacy. In compliance with the new Privacy Provisions in the Privacy Act 1988, which came into effect on 21st December 2001, we are adhering to the National Privacy Principles, in advising you how we collect and disclose your personal and sensitive information and what rights you have related to that information.

## **COLLECTION OF PERSONAL & SENSITIVE INFORMATION**

Win Personnel Consultants only actively collect personal information about you (e.g. your name, address, previous work history and skill level) that is necessary for us to assist you in seeking temporary and/or permanent employment. Any additional sensitive information (e.g. membership of a professional or trade association) that you choose to make available to Win Personnel Consultants will be treated in the strictest of confidence and will not be disclosed to a third party without your consent.

## **PROCESS OF COLLECTION OF PERSONAL/SENSITIVE INFORMATION**

Personal and sensitive information has been initially provided by you directly in completing the Win Personnel Confidential Application Form and during the course of your interview with your Win Personnel Consultant. In the course of any subsequent business relationship between yourself and Win Personnel Consultants, other personal and sensitive information could be collected about you.

## **USE OF YOUR INFORMATION**

Your personal and sensitive information may be used by Win Personnel staff, in connection with actual or possible work placements and with any matters relating to your permanent and/or temporary employment.

## **DISCLOSURE OF YOUR INFORMATION**

Your personal and sensitive information may be disclosed by Win Personnel Consultants, with your consent, to any potential and/or active employers of Win Personnel Consultants. It may also be disclosed to referees and any other organization or registration body that has a proper interest and/or lawful entitlement to obtain the information.

## **GAINING ACCESS TO YOUR INFORMATION**

Win Personnel Consultants will ensure that all steps are taken to keep your recorded information, complete, accurate and up to date. If you feel that the personal and sensitive information we hold about you is not complete, accurate and up to date, you have the right to gain access to your information, subject to exceptions set out in the National Privacy Principles. You may provide a written statement to that effect and request that it be attached to the information that we hold about you.

In this instance, please contact, Mrs Lee West our Privacy Co-ordinator. Although no charge is made to lodge a request to gain access to your personal and sensitive information, in some cases, we may impose a moderate charge for providing access to this information.