



Applicant Privacy Statement

What is your personal information?

Personal information is any information and opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the every day (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
- 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)

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 ASAP Recruitment Pty Ltd for its own use in connection with your work placements.

How your information will be collected?

This information will be collected from you directly when you fill out and submit an ASAP Recruitment application form.

Personal and sensitive information will also be collected when:

- We Complete reference checks to verify your work history and experience
- We receive the results of any competency or medical tests
- We receive any performance feedback (either positive or negative)
- We receive any complaint from or about you in the workplace
- We receive any information about a workplace accident or incident in which you are involved
- We receive any information about any insurance investigation, litigation, criminal matter, inquest or inquiry you may be involved in
- You provide us with any additional information

When your information will be used?

Your personal and sensitive information may be used in connection with:

- Your work placement
- Your performance appraisals

- Any test or assessment (including medical tests and assessments) that you might be required to undergo
- Our identification of your training needs
- Any workplace rehabilitation plan or program
- Our investigation into any complaint in which you may be involved
- Any insurance matter that requires disclosure of your personal or sensitive information.

Your personal and sensitive information may be disclosed to:

- Potential employers and clients of ASAP Recruitment
- Referees for the purpose of identification
- A workers compensation body or insurer
- Our contractors and or suppliers ie: RTW contractors, IT data base providers
- Any person with a lawful entitlement to obtain the information

If you do not give us the information?

If you do not give us the information we seek you may be limiting our ability to locate suitable work for you.

Gaining access to your information to correct it if it's not correct

Subject to some exceptions, which are set out in the National Privacy Principles (principal 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 the information is not accurate we will take reasonable steps to correct it so that it is accurate and up to date. If you wish to access your rights of Access and Correction, you should contact the ASAP Recruitment Privacy Officer.

Consent to collection, use and storage of your personal and sensitive information.

I
 (Name in full)
 Of.....
 (Address)
Post Code.....

I have read and understand the Privacy statement and voluntarily consent to personal and sensitive information about me being collected by ASAP Recruitment representatives. I consent to the information being used as indicated in this statement and where appropriate the information being disclosed.

DateSignature (applicant).....

ASAP Recruitment Representative name

Signature.....

Printed name.....Date / / 2020