



## **PRIVACY POLICY**

### **ASSIGN RECRUITMENT PTY LTD**

#### ***National Privacy Principles***

The National Privacy Principles established by the Privacy Act 1988 apply to Assign Recruitment Pty Ltd. Assign Recruitment Pty Ltd recognises the trust you are placing in us through your dealings with us. We do everything we can to maintain that trust.

#### ***Type of Personal Information Held***

We collect the information that you consent to supply us and that we are permitted to collect from you under the National Privacy Principles, the Privacy Act and general law. Personal Information that we collect and hold usually falls into the following categories:

- Candidate Information submitted and obtained from the Candidate and other sources in connection with applications for work. This typically includes work history, education, skills (including aptitude tests) and details of referees;
- Work performance information;
- Information about incidents in the workplace;
- Staff information;
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes;
- Information obtained to assist in managing client and business relationships;
- Bank account details necessary for the direct debit of wages;
- Information relating to the Candidates general health history and background.

#### ***Purposes for which we hold Personal Information***

We primarily hold personal information for the following:

- Placement operations. This typically includes the consideration of the suitability of Candidates for particular job vacancies;
- Recruitment;
- Staff management;
- Training;
- Client and business relationship management;
- Marketing.

#### ***Disclosures***

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. Generally, your personal information may be disclosed to potential employers and clients of Assign Recruitment Pty Ltd.

In some cases we may only disclose information with your consent.

We may disclose your personal information where we are under a legal duty to do so, such as:

- where there are reasonable grounds to believe disclosure is necessary to prevent a threat to life or health;
- when required or as authorised by law;
- as part of any investigation of any suspected unlawful activity;
- if disclosure is necessary for research, or the compilation or analysis of statistics, relevant to public health or safety; or otherwise with your express consent.

#### ***Contractors***

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically our contractors would include I.T. contractors and database designers.

***Inquiries and Complaints***

You can make inquiries or complaints about our privacy policies to our Privacy Co-ordinator whose contact details are:

WARREN WILTON  
PRIVACY CO-ORDINATOR  
TELEPHONE: 02 88 33 7000  
E-MAIL: [wiltonw@assign.com.au](mailto:wiltonw@assign.com.au)  
FAX: 02 9687 2492

during normal office hours which are 8am to 5.30pm, Monday to Friday

If you need to contact us about your personal or sensitive information urgently outside normal office hours you should contact:

WARREN WILTON  
MOBILE: 0414 839 597

We will try to satisfy any questions that you have and correct any errors on our part. If we do not answer your concerns to your satisfaction you have the right to make a complaint to the Privacy Commissioner. The Privacy Commissioner may be telephoned on 1300 363 992.

***Access***

The security of your personal information is important to us. We make all reasonable efforts to ensure that information is stored securely both in electronic and physical form.

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or of it may breach any confidentiality that attaches to that information.

If you wish to obtain access to your personal information you should contact our Privacy Co-ordinator. You will need to be in a position to verify your identity.

We might impose a moderate charge in providing access. Our Privacy Co-ordinator would discuss these with you.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.