

## ***Draft Collection Statement***

### **What your personal information is**

Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. address and phone number). It includes 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 the company in connection with your possible work placements. Personal information includes sensitive information.

### **What sensitive information is**

Sensitive information is a special category of personal information. It is information or opinion about your:

- racial or ethnic origin;
- political opinion;
- 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);
- expressed wishes about the future provision of health services.

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 Execom Personnel for its own use and on behalf of other members of the company who might require access to your personal and sensitive information in connection with your work placements.

## **How to contact us**

If you wish to contact us about your personal or sensitive information you should contact

### **Execom Personnel**

Telephone: 08 9481 1256

E-mail: [eng@execom.com.au](mailto:eng@execom.com.au)

Facsimilie: 08 981 6404

during normal office hours which are 8.00am – 5.00pm Monday to Friday

## **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 provide any other information by means of email, telephone, facsimilie, written or verbal in connection with your application to us for registration.

Personal and sensitive information will also be collected when:

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

**Your information will be used.**

your personal and sensitive information may be used in connection with include:

- 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 might 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 Execom Personnel,
- referees;
- other staff members of Execom Personnel,
- 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 any person 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.

The company holds all contract and invoice details for a period of two years within the office building before archiving material for a further 3 year period. Resumes and personal details are retained for a period of two years. If no regular contact has been maintained during this period, all information is removed and destroyed.

If you wish to exercise your rights of access and correction you should contact Execom Personnel on the contact details above.

**You consent to collection use and storage of your personal and sensitive information**

I.....(FULL NAME)  
of.....(ADDRESS)who can be  
identified by .....

.....  
.....  
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.

DATE:.....

SIGNED.....

WITNESS.....

PRINT WITNESS NAME AND  
ADDRESS.....

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