



PRIVACY & INFORMATION COLLECTION STATEMENT

PURPOSE

This Collection-of-Information Statement ensures that Pivotal HR Management & Solutions (Pivotal HR), in its collection, use and storage of personal and sensitive information of candidates, complies with the requirements of the Privacy Amendment (Private Sector) Act 2000 and the National Privacy Principles.

Sensitive information is a special category of personal information and relates to 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;
- criminal record; and
- health or disability (at any time);

Sensitive information can be disclosed only with your consent.

Collecting your personal and sensitive information

Your personal and sensitive information will be collected by specially assigned staff of Pivotal HR from you directly when you complete the required registration forms.

Personal and sensitive information will also be collected when we receive:

- any reference about you;
- results of enquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- the results of any competency or medical test;
- performance feedback (whether positive or negative);
- any complaint from or about you in the workplace;
- any information about a workplace accident in which you are involved;
- any information about any insurance investigation, litigation, registration, or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved; or
- any additional information you provide us about you.

How your information may be used

Your personal and sensitive information may be used in relation to:

- your 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; or
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

To whom your personal and sensitive information may be disclosed

Your personal and sensitive information may, subject to your consent, be disclosed to:

- potential and actual employers and clients of Pivotal Human Resources Solutions; or
- referees;

This information may, **without your consent** be disclosed to:

- our insurers;
- a workers compensation body;
- our contractors and suppliers – eg our IT contractors and database designers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information; or
- any person with a lawful entitlement to obtain the information.

We need the information we seek from you: If you do not give us the information we seek from you, we may be limited in our ability to:

- locate suitable work for you; or
- place you in work.

How you may contact us: If you wish to contact us about your personal or sensitive information, you should contact: during normal office hours, which are 7.30am – 5.30pm.

The Privacy Coordinator
Pivotal HR
Level 4
35 Smith Street
Parramatta NSW 2150
Telephone: (02) 9687 9299
Facsimile: (02) 9687 9499
E-mail: pivotal@pivotal.com.au

Your right to access your information and to correct it if it is wrong

Apart from some exceptions 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 can establish that personal or sensitive information that we hold about you is not accurate, complete or up-to-date, we shall 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 which we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you which claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction, you should contact our Privacy Coordinator, whose details are provided above.

In some cases, we may impose a moderate fee for providing access to personal or sensitive information. We shall not impose such a fee simply because you lodge a request for access.

COLLECTION-OF-INFORMATION STATEMENT: CONSENT FORM

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

I, Of.....
(insert name) (Address)

can be identified by

(please provide further means of identification, eg passport, drivers licence)

I have read and understood each of the statements in this Collection-of-Information Statement and voluntarily consent to personal and sensitive information about me:

- being collected by you as indicated above;
- being used as indicated above; and
- being disclosed as above.

SIGNED:..... DATE:.....

WITNESS:.....
(Signature of witness)

NAME OF WITNESS:.....
(Print)

ADDRESS OF WITNESS:.....