

DAKIN MAYERS PRIVACY POLICY

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 (eg medical history or condition) to the everyday (eg 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 potential employment opportunities. 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)

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 Dakin Mayers for its own use and on behalf of other Dakin Mayers employees who might require access to your personal and sensitive information in connection with employment opportunities.

How to contact us

If you wish to discuss your personal or sensitive information, you can contact our Director, *Peter Dakin* on (03) 9629 6999 or pd@dakinmayers.com.au

How your information will be collected

Personal and sensitive information will be collected from you directly at an interview or when you submit your resume in connection with a specific application or a general enquiry.

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 or criminal matter, inquest or inquiry in which you are involved
- ◆ you provide us with any additional information about you

Your personal and sensitive information may be used in conjunction with

- ◆ your actual or potential employment
- ◆ our assessment of your ongoing performance and prospects
- ◆ any test or assessment (including medical) that you might be required to undergo
- ◆ 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 or actual employers and clients of Dakin Mayers
- ◆ referees
- ◆ other employees of Dakin Mayers
- ◆ 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 eg our IT contractors and database designers
- ◆ any person with a lawful entitlement to obtain the information

Note: We may also discuss confidential details with you about our clients and would similarly require that this information is not disclosed to a third party without our prior approval.

If you do not give us the information we seek

- ◆ we may be limited in our ability to recommend you for consideration to a potential employer
- ◆ we may be limited in our ability to locate suitable employment opportunities for you

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.

If you wish to exercise your rights of access and correction contact Peter Dakin, whose details are shown on Page 1 of this document.

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

You consent to collection, use and storage of your resume, personal and sensitive information for a period of up to 6 months unless you advise us otherwise.

I.....(FULL NAME)
of.....(ADDRESS)
who can be identified by.....
.....(FURTHER MEANS OF IDENTIFICATION)

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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