



Recruitment Success Group

PRIVACY STATEMENT and Collection of Personal Information

At RSG we are committed to protecting your personal information. So when you deal with us, either as a result of a direct approach or in response to an advertisement, you know that you are doing so with the knowledge that we will only use your personal information for the purposes of placing you in employment. We will only refer your information to our clients with your knowledge and permission. Prior to meeting our client we will provide details of a position.

Prior to being placed in employment, you have a right to access your personal information held by us and if necessary to have that information corrected, updated or made more complete. However once you are successful in obtaining employment, your personal information either becomes part of our employment records or those of our clients. Employment records are governed by industrial legislation and are the property of RSG.

If you are employed by RSG for the purpose of carrying out temporary contract work for our clients, your personal information becomes part of our employment records. As your employer, we are more than prepared to answer any questions you may have with respect to your records.

RSG outsources functions such as management of its website and computer network to external contractors. These are important alliances to RSG and we have entered into legally enforceable agreements with these parties to protect your personal information.

What does your personal information include?

Personal information means information or an opinion, concerning you and your employment history. Personal information includes your contact details, references, opinions about your work experience or performance, results of occupational or psychological testing and any other information obtained by RSG in seeking to place you in appropriate employment.

Personal information may include sensitive information, which may include information or opinion about any criminal records or health issues. We generally do not seek to collect such sensitive information although sometimes it may be important to a particular position. Such sensitive information in most cases may only be collected and disclosed with your consent or if required by law.

How personal information is collected

We obtain most of our information from you directly such as:

- when you submit a resume;
- during an interview;
- each time we have contact with you;
- we may ask to collect particular personal information about you.

If we have not already done so, when or before we collect information, we will take reasonable steps to inform you of:

- the purpose for which the information is collected;
- where applicable, any law requiring information to be collected;
- the main consequences if all or part of the information is not provided.

We may approach your referees for a reference and make enquiries of your former employers, work colleagues, professional or representative organisations and employment agencies. Your personal information may be collected from the results of medical, competency and psychological testing, performance appraisals, records of workplace injuries or workplace accidents in which you are involved, certificates of educational qualifications and reports from insurance or criminal investigations.

If you wish to contact us about your personal information, you should contact us during normal office hours, between 8.30am to 5.30pm:

The Privacy Officer
Recruitment Success Group Pty Limited
Level 2, 90 Mount Street
North Sydney NSW 2060

Phone: +61 2 9906 4530
Fax: +61 2 9922 7115
E-mail: info@recruitsuccess.com.au

How your personal information is used and disclosed

Your personal information may be used by us in connection with:

- potential employment;
- assessment of performance;
- assessment of medical, competency and psychological testing;
- management of any investigation in which you are involved;
- identifying potential new clients.

To whom is your personal information disclosed?

Your personal information may be disclosed to:

- potential employers and agents acting on their behalf;
- insurers;
- our contractors and suppliers;
- your referees, former employers, work colleagues, professional or representative organisations, employment or labour hire agencies;
- any person with lawful entitlement to obtain the information;
- our affiliate partners with NPA

Your consent to the above disclosures is taken to have been given when you submit your personal information to RSG. Your consent allows us to disclose or use your information for any reasonable purpose related to your possible employment placement as contemplated by this Privacy Statement. Further, as we have a public interest duty to co-operate with law enforcement agencies and to prevent any threat to life, health or safety of any person, we may have to disclose your personal information for such purposes.

If for any reason you decide not to provide certain personal information, we may be restricted in our ability to place you in a position. If you are employed in a temporary contract position, we will require you to provide your tax file number in order that we may pay you and deduct the relevant tax.

Data quality

The personal information collected from you at the time of your initial contact and initial interview is assumed by RSG to be accurate, complete and up to date. If at any time you believe this personal information is no longer accurate, complete or up to date please advise us accordingly.



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Data Security

We have taken reasonable steps to protect your personal information from misuse or loss or unauthorised access. We hold your personal information in computers and paper based files and other records. These facilities and records are located at RSG's offices. Premises are secured by lock and key and coded security access, computer records are secured by password access and paper based files are secured under lock and key when the office is unattended.

We destroy or permanently de-identify your personal information when no longer needed for placing you in a position. Because our purpose is to fill positions through search as well as through advertising, our policy is to maintain your personal information for a period of 5 years after receipt. We will then contact you and ask whether you would like us to keep your personal information. At that time you will need to provide us with any amendments or updates to your personal information. If you do not wish us to keep your personal information, the information will be destroyed.

Your right to access your personal information

You have a right to access and to obtain a copy of your personal information. However, there are exemptions to this right of access. For example, we are not required to provide you with access where a request:

- is after you have become an employee of RSG;
- is frivolous or vexatious;
- concerns information relating to an existing or anticipated legal proceedings between RSG and an applicant;
- would reveal our intentions in relation to negotiations with you in such a way that it would prejudice those negotiations;
- requires access that would be unlawful;
- would be likely to prejudice the prevention, investigation and prosecution of any criminal offence or seriously improper conduct.

If you require access in order to correct information, you will need to establish the information that you have previously provided was not accurate, complete or up to date. We will then take reasonable steps to correct that information so that it is accurate, complete and up to date.

If we are in disagreement with you as to whether the personal information is inaccurate, incomplete or not up to date, you will need to provide statements as what you say is the correct information. If you wish to exercise your right of accessing correction, please contact us.

We may impose a charge for providing access to personal information. We will not charge you simply because you have lodged a request.

It is RSG's intention to adhere to the Fair Trading Amendment (Employment Placement Services) Act. We as a company ensure:

- We will not charge a job seeker a fee for the purpose of finding them work.
- We will not engage in misleading or deceptive conduct (such as advertising a position as available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position).

If you believe an Employment Agency has acted inappropriately you may contact The Department of Fair Trading on 133 220 for information on possible action that may be taken.

COLLECTION STATEMENT CONSENT FORM

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

I, _____
[name and address]

have read and understood each of the statements in this Collection Statement and:

- voluntarily consent to information being collected by RSG in accordance with the Privacy Statement;
- voluntarily consent to information being used by RSG in accordance with the Privacy Statement;
- voluntarily consent to information being disclosed by RSG in accordance with the Privacy Statement;
- the NPA organization and how affiliated companies work has been explained to me.

Signed: _____

Date: _____

Witnessed: _____

Witness Name: _____