

Your Privacy @ Bligh Appointments



Collection of Personal information

Personal information is collected directly from you or when you deal with us by resume, telephone, e-mail, letter, fax or when you visit our website. As an employment agency, we will require your name, mailing address, telephone number, e-mail address, career history and any other personal information relating to yourself and your career. We may also require sensitive information regarding your previous employment in relation to your health, racial or ethnic origin or any criminal record you may have. However, this information shall only be collected and disclosed to relevant third parties with your prior consent.

Purpose for which we hold personal information:

- To assist you in finding or retaining work
- To assist in your career development and training
- Client and business relationship management
- Assisting in your career performance or management
- Marketing and Human Resources

How your personal information may be used:

Your sensitive or personal information may be used in connection with:

- To assist you in finding or retaining work
- Your performance appraisals
- Our assessment of your ongoing performance or prospects
- Any test assessments that you might be required to undergo
- Our identification of training needs
- Workplace rehabilitation
- Our management or any complaint, investigation or inquiry which you are involved
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. On occasions, we may collect personal information from third parties such as nominated referees, evaluation tests or performance feedback. We will take every measure to communicate the collection of this information to you wherever possible. Personal information may only be disclosed without your consent where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Your personal and sensitive information may be disclosed to:

- Potential and actual employers and clients of Bligh Appointments Pty Ltd.
- Referees
- Our insurers
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information
- Workers Compensation body
- Any person with lawful entitlement to obtain the information

Failure to give us the information we seek may limit our ability to assist in your future career goals.

Access to your personal and sensitive information

Can be obtained from our Privacy Co-ordinator in writing. Once we have verified your identity you should anticipate that it might take a little time to process and release the relevant information to you.

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

I..... (FULL NAME)
of.....(ADDRESS)

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.....
WITNESS NAME.....