

PRIVACY CONSENT INFORMATION

This leaflet will explain all you need to know about the privacy of your information. Please read and sign.

Collecting your information

Sweven Talent needs to collect personal and sensitive information about and from you in connection with your search for work. This information is for the Company's use and may be passed to other members of the Sweven Talent team who might require access to your information to assist you in finding and working within employment.

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 any other information in connection with your application to us for registration.

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;
- Any complaint from or about you in the workplace;
- 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 enquiry in which you are involved;
- You provide us with any additional information about you.

How your information will be used

In connection with:

- Assessing or effecting your actual or possible work placement;
- Your performance appraisals;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment that you might require to undergo;
- Our identification of your training needs;
- Any workplace rehabilitation
- Our management of any complaint, investigation or enquiry in which you are involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information.

To assist you effectively in finding suitable employment, we may need to release certain appropriate information about you to:

- Potential and actual employers and clients of Sweven Talent referees;
- Other members of Sweven Talent;
- Our Insurers;
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- A worker's compensation body;
- Our contractors and suppliers e.g. database designers
- Any person with a lawful entitlement to obtain the information

If you choose to 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

Accessing Information

You can gain access to your information to correct it if it is wrong.



You can see and have a copy of any personal and sensitive information that we hold regarding you (some exceptions apply under the law).

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. If we are unable to do so, you can provide us with a statement which states what you believe to be the case and we will put that on file.

In some cases, we may impose a moderate charge for providing access to personal or sensitive information.

If you require access to this information, please contact the office on (07) 5496 0740.

PRIVACY CONSENT FORM

Please sign your consent to the collection, use, storage and disclosure of your personal and sensitive information as described in the accompanying leaflet.

I, (full name) _____

Of (address) _____

have read and understood each of the statements in this collection statement and voluntary consent to:

- personal and sensitive information about me being collected by you as indicated in the collection statement;
- personal and sensitive information about me being used as indicated in the collection statement;
- personal and sensitive information about me being disclosed as indicated in the collection statement.

Date _____

Signed _____

Name _____

Witness Signature _____

Print Witness Name _____

