



PRIVACY STATEMENT

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 (e.g. medical history or condition) to the everyday (e.g. 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 your possible work placements. Personal information includes sensitive information.

What sensitive information is

Sensitive information is a special category of personal information. It includes information or opinion about your:

- membership of a professional or trade association or membership of a trade union;
- criminal record;
- health or disability (at any time);

It includes personal information collected to provide a health service.

There are other types of sensitive information; but they are generally less relevant to work and pre-work situations.

Sensitive information can, in most cases, only be collected with your consent.

We will only collect information that is necessary for the proper performance of our tasks or functions. We do not collect or use personal or sensitive information for the purposes of unlawful discrimination.

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by LSA Recruitment Pty Ltd for its own use in connection with your work placements.

How your information will be collected:

Attending an Interview - Personal and sensitive information will be collected from you directly when you fill out and submit one of our application forms or any other information in connection with your application to us for work.

When submitting a time sheet, the information is transmitted directly to our payroll division, where it is only used for the intended purpose and is not disclosed to anyone outside the organisation. There is no collection of personal information until you have completed the time sheet and submitted to LSA Recruitment for processing.

Some laws such as taxation law, immigration law and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information from you.

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 matter, criminal matter, inquest or inquiry in which you are involved;

- you provide us with any additional information about you.

LSA Recruitment website - You can visit our web site and browse without the need to disclose any personal information. If you visit the Candidate Registration web site and register on-line for employment opportunities or complete the online contact request, we do collect some personal information about you, which you volunteer by filling in your details. The information required may include providing basic personal details such as your name, address, phone number and email address etc. You may also submit your resume. The information gathered at this point is stored in our database for retrieval and use by LSA Recruitment franchisees/employees only for the purposes for which it was intended. By submitting your personal information in this way, you acknowledge and accept our Privacy / Collection Statement.

We do not disclose any information gathered about your visit to our web site, or personal information that you provide through the Candidate Registration process, such as your name, address etc to any other organisation outside LSA Recruitment, unless required to do so by law.

Your information will be used.

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

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

Your personal and sensitive information may be disclosed to...

- potential and actual employers, franchisees and clients of LSA Recruitment 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;
- a Workers Compensation body;
- our contractors and suppliers – e.g. our I.T. contractors and database designers
- any person with a lawful entitlement to obtain the information.

If you do not give us the information we seek

- If you do 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.

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 you should contact our privacy coordinator, whose details are shown above.

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.

How to contact us

If you wish to contact us about your personal or sensitive information you should contact:

- The Manager, LSA Recruitment Pty Ltd
- P: 07 3217 5867
- E: info@lsarecruitment.com.au
- F: 07 3367 3736

during normal office hours which are 8:30am to 5:00pm, Monday to Friday