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National Privacy Principles

The National Privacy Principles established by the *Privacy Act 1988* apply to the JHA Recruitment & Staff @ Work P/L and JHA Staff @ Work P/L and Spinifex P/L.

We seek to collect personal information that is necessary for the proper performance of our tasks and functions.

Type of Personal Information Held

Personal information that we collect and hold usually falls into the following categories:

- Candidate Information submitted and obtained from the Candidate and other sources in connection with applications for work;
- Work performance information;
- Information about incidents in the workplace, medical treatment and rehabilitation records;
- Staff information;
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes; and
- Information obtained to assist in managing client and business relationships.

Purposes for which we hold Personal Information

We primarily hold personal information for the following:

- Placement operations;
- Recruitment;
- Staff management;
- Training;
- Client and business relationship management;
- Marketing.

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In some cases we may only disclose information with your consent. We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Contractors

We contract out a number of services from time to time. Our contractors may see some of your personal information. Typically our contractors would include I.T. contractors and database designers; auditors and other contractors that may assist in building our business.

Personal Information Quality

We rely on you to tell us when there are changes to your personal information that we hold about you. This could be eg a change of address or employment status

Personal Information Security

We take reasonable steps to destroy or permanently de-identify personal information when it is no longer required for any purpose for which it may be used or disclosed. However it is not always practicable to destroy or de-identify electronic data. Where it is not reasonable to destroy or permanently de-identify personal information in electronic form, we will take reasonable steps to prevent inadvertent access to it.

Enquiries and Complaints

You can make further enquiries or complaints about our privacy policies to our Privacy Officer Juanita Chown. You can also make complaints to the Office of the Federal Privacy Commissioner.

Access

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you. We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

If you wish to obtain access to your personal information you should contact one of our Consultants. You will need to be in a position to verify your identity.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.