



## PRIVACY POLICY – ONSITE RECRUITMENT

Your privacy is important to us. This statement outlines OnSite Recruitment's policy on how we collect personal information and how we maintain, use, store and disclose the personal information we hold and reflects our commitment to you.

It is the policy of OnSite Recruitment to respect the confidentiality of information and the privacy of individuals. OnSite Recruitment are bound by the Australian Privacy Principles (APP) contained in the Privacy Act 1988 (as amended) (Australian Act) in Australia.

OnSite Recruitment's privacy policy will be reviewed and updated from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Please regularly check our privacy policy, so that you are aware of these updates and changes.

## COLLECTIONS

OnSite Recruitment may collect personal or sensitive information about you when:

- You complete one of our online or in person application forms.
- We receive the results of any competency or medical test or any background check, including credit and criminal record checks.
- We receive any complaint or other information from or about you in the workplace.
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved.
- We receive any information about a workplace accident in which you are involved.
- We collect information about you from public domain sources.

We will collect data about you, both personal data (such as your name and contact details) and sensitive personal data (such as information in your CV or Bank/Super Details). The personal data and sensitive personal data will be stored, processed, used and disclosed by us in a suitable, but safe environment.



## DISCLOSURES

OnSite Recruitment may disclose your personal information (including to trusted third parties) for the purposes for which it is primarily held or for a related secondary purpose and in some cases we may only disclose information with your consent. Your personal and sensitive information may be disclosed to:

- Potential and actual employers, Referees and clients of OnSite Recruitment.
- External providers of on-line training and induction - e.g. Mandatory on-line OH&S Inductions, and background checking agencies - eg criminal record and credit checking.
- Our Insurers and Workers Compensation Body.

OnSite Recruitment train our internal staff to respect the confidentiality of candidate information and the privacy of individuals. OnSite Recruitment regard breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity.

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure computer storage facilities and paper-based files. We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will appropriately destroy the records.

## FEEDBACK

Any feedback or questions, regarding our privacy policy can be submitted directly to our General Manager via email: [jarrod.hart@onsiterecruitment.com.au](mailto:jarrod.hart@onsiterecruitment.com.au)

The current version of this Privacy Policy is available on our website. If you need a copy of this Privacy Policy in a different form, please ask us and we will try to meet your request.