

YOUR PRIVACY IS IMPORTANT

Your privacy is important to us. This statement outlines Safety Practitioner Placements policy on how we manage the personal information we hold about our customers and others. It applies to all operations within Safety Practitioner Placements in Australia including visitors to our website.

It is the policy of Safety Practitioner Placements to respect the confidentiality of information and the privacy of individuals. Safety Practitioner Placements is bound by the National Privacy Principles contained in the Privacy Act 1988 (as amended) in Australia; and by the Information Privacy Principles contained in the Privacy Act 1993 in New Zealand.

The Safety Practitioner Placements Privacy Policy will be reviewed 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. Any information we hold will be governed by the most current version of the Safety Practitioner Placements Privacy Policy.

We will use our best efforts to ensure that the information you submit to us remains private, and is used only for the purpose you agree to. This document reflects our commitment to you.

THE SAFETY PRACTITIONER PLACEMENTS PRIVACY POLICY IS BASED ON OPENNESS

We are committed to being open about how we use personal information.

Where our documents ask for personal information, we will generally state the purpose for its use and to whom it may be disclosed.

TYPE OF PERSONAL INFORMATION HELD BY SAFETY PRACTITIONER PLACEMENTS

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

- Personal information submitted and obtained from each person seeking employment and other sources in connection with applications for work
- Work performance information
- Information about incidents in the workplace
- Staff information
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes
- Information obtained to assist in managing client and business relationships

YOUR PERSONAL INFORMATION COLLECTED ON SAFETY PRACTITIONER PLACEMENTS WEBSITE

In some instances we may need specific information about you, such as name, address, email address, telephone number, etc. We will collect this information if you apply for a job or sign up for a service via our website, for example. We may also ask you for other information such as the types of jobs you are interested in and your workplace concerns in order to provide you with the best possible service and internet experience.

PURPOSES FOR WHICH WE HOLD PERSONAL INFORMATION

We primarily hold personal information for the following:

- Placement operations – to assist you in finding a suitable position
- Recruitment – career guidance and management
- Staff management – to enable consultants to better service your career requirements if are employed by Safety Practitioner Placements on a temporary or contract basis
- Client and business relationship management – to ensure we are familiar with and fully understand your needs
- Marketing – to inform you of events, services and possible job opportunities

SENSITIVE INFORMATION

Sensitive information is a special category of personal information under the Australian Privacy Act 1988. It is information or opinion about you, including membership of a professional or trade association or membership of a trade union; criminal record; health or disability, etc.

As outlined in the Australian Privacy Act, sensitive information, can, in most cases, only be disclosed with your consent.

DISCLOSURES

We may disclose your personal information 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.

We do not disclose information about your individual visits to the Safety Practitioner Placements website, or personal information that you provide, such as your name, address, email address, telephone number etc, to any outside parties, except when we believe we are under a lawful duty of care to do so.

MANAGEMENT OF PERSONAL INFORMATION

At Safety Practitioner Placements, we train our staff to respect the confidentiality of customer information and the privacy of individuals. Safety Practitioner Placements regards breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity.

Safety Practitioner Placements has appointed a Privacy Officer to ensure that our management of personal information is in accordance with this statement and the relevant Privacy Acts.

HOW DO WE STORE PERSONAL INFORMATION?

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 and other records, and take steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

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 securely destroy the records.

HOW DO WE KEEP PERSONAL INFORMATION ACCURATE AND UP TO DATE?

Safety Practitioner Placements endeavors to ensure that the personal information it holds is accurate and up to date. We realize that information changes frequently with changes of address and other personal circumstances. We generally update your customer information over the telephone. Please advise us when your personal details change.

INQUIRIES AND COMPLAINTS

You can make further inquiries or complaints about our privacy policy to our Privacy Officer:

Telephone 0413 546 235

Fax 07 34167 1647

Email enquiry@safetyplacements.com.au

Post PO Box 1012 Redcliffe QLD. 4020

If you are not satisfied with our response to your complaint, in Australia you can contact the Office of the Federal Privacy Commissioner;

CHANGES TO OUR PRIVACY POLICY

If we make any changes to our Privacy Policy, we will post these changes on our website so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone. If, at any time, you have questions or concerns about our commitment to your privacy, please feel free to email our Privacy Officer at enquiry@safetyplacements.com.au

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