

Privacy and Collection Statement

At O₂HR your privacy is important and we will ensure that your privacy is respected and maintained at all times and we abide with Australia's National Privacy Principles.

This Privacy / Collection Statement explains how we collect personal information and how we maintain, use and disclose that information. It also provides some detail about your privacy rights along with our general rights and obligations in relation to the personal information we keep on file.

In providing Recruitment services to you, O₂HR will need to collect personal information which includes, but is not limited to details such as your name, address, telephone number, work history, referee's details.

What your personal information is

Personal information may range from sensitive (e.g. medical history or condition) to the everyday (e.g. Phone number and address) to an opinion, whether it is true or false, about you.

It can include the opinions of others about your work performance (whether true or false), your work experience and qualifications, test results and other information obtained by us in connection with possible employment opportunities for you.

What sensitive information is

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

- racial or ethnic origin;
- sexual preferences or practices;
- political opinion;
- membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- membership of a professional or trade association or membership of a trade union;
- criminal record;
- health or disability (at any time);

In accordance with existing laws such as Anti-Discrimination, we will only seek to collect sensitive information (for example health information or information about your racial or ethnic origin or any criminal record), if in our view it is necessary for our business purposes, and for the inherent requirements of the position.

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

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by O₂HR for its own use, to assist O₂HR in determining suitability for permanent and temporary employment.

How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit an application form 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;
- 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;
- when you provide us with any additional information about you.

Your information will be used.

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

- your actual or possible work placement;
- performance appraisals, personal improvement and training initiatives and selection purposes;
- the performance of our master vendor relationships, on-site management services and outsourcing arrangements;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- any workplace rehabilitation;
- our management of any business risks, investigation, resolution and defence of complaints and legal claims, compliance with court orders and other legal obligations and regulatory requirements;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information;
- informing you about other services that we may provide.

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

- potential and actual employers and clients of O₂HR to whom we provide services;
- referees;
- other member organisations of O₂HR;
- our insurers;
- a Workers Compensation body;
- our contractors, suppliers, sub-contractors and vendors whom perform services on our behalf;
- any person with a lawful entitlement to obtain the information.

If you do not give us the information we seek

- we may not be able to effectively process the information you provide to us;
- 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, please contact us.

Storage and Security

Your personal information will be stored in a secure environment and will be kept for a reasonable period of time necessary for us to provide services to you and in accordance with legislation.

At any time at your request, we will destroy your personal information. We will do this for any lawful request.