

PRIVACY POLICY

ARCO-P02.04

Allied Recruitment Group Pty Ltd (ACN 118 793 070) (Allied Recruitment) is committed to protecting the privacy of individuals. Subject to exemptions within the Privacy Act and other applicable legislation, it is bound by the Australian Privacy Principles as specified in the Privacy Act 1988.

Allied Recruitment collects your personal information (which may include sensitive, and health information) from you or third parties (such as referees, past employers, professional or registration bodies). Such information may include:

- Personal details such as address and contact details;
- Work experience, qualifications, aptitude test or competency test results;
- Current and past performance feedback;
- Relevant information required to measure an ability to comply with Company policies and pre-assignment requirements and ongoing compliance to such policies and requirements
- Relevant medical history or information about any workplace accidents in which you were involved; and
- Relevant information from insurance investigations, professional disciplinary or registration matters or litigious or criminal proceedings or inquiries.
- Identity documents to verify work rights and for verifying your identity in order to request a police history check with your informed consent.

We use your information to assist us in finding and maintaining suitable work placements for you. If we do not collect the personal information then it may limit our ability to assist you in this way. Generally, we will (unless otherwise required or authorized by law) only disclose your personal information to third parties for the purposes mentioned above or for related purposes. This may include disclosure to:

- Potential employers / clients of Allied Recruitment;
- Related entities of Allied Recruitment;
- Potential referees, past employers and work colleagues, professional associations or registration bodies (in order to obtain relevant work history or qualifications);
- Insurers and statutory bodies (such as workers' compensation bodies);
- Job Network organizations and other Government Agencies; or
- Superannuation funds
- Australian Police Agencies (for the purpose of assessing your convictions history as a result of a request for a police check with your informed consent).

Your personal information may also be seen by contractors that we engage to provide services to us (such as IT contractors, database designers or recruitment consultants). In the course of using or disclosing your personal information as described above, it may be necessary to transfer your personal information outside the State or Territory in which Allied Recruitment collected your information.

You have certain rights to access personal information that Allied Recruitment hold about you under the Privacy Act and other applicable legislation. You can find out more about how to do this by contacting the Privacy Coordinator (see below). In some cases, we may impose a moderate charge for providing access. Please note that where your personal information contains reference(s) to a third party, the particulars of which have been collected in the course of an investigation, we will delete reference to the third party prior to releasing your personal information.

You may request access to personal information about you and you may ask us to correct your personal information if you find it is not accurate, up-to-date or complete. You may also make a complaint about the handling of your personal information. To protect the privacy and the privacy of others, we will need evidence of your identity before we can grant you access to or make changes to your personal information.

CONTACT DETAILS – PRIVACY COORDINATOR:

Campbell James
Phone: (08) 9356 2222 Fax: (08) 9356 3333
Email: cjames@alliedrec.com.au

CONSENT

By completing an application for registration with Allied Recruitment I understand that I will be deemed to have accepted this Privacy Policy by way of conduct. I agree that my personal information (including sensitive and health information) can be collected, used, transferred and disclosed by Allied Recruitment as outlined in this Privacy Policy. I authorize all individuals and third parties to release to Allied Recruitment personal information which is consistent with this Privacy Policy.