



CANDIDATE COLLECTION STATEMENT

HB Group is committed to ensuring that your privacy is respected and maintained at all times. HB Group complies with all applicable privacy laws, including the 13 Australian Privacy Policies (APPs) in the Privacy Act 1988 as well as our existing obligations of confidentiality.

Personal information is any information or opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. address and phone number). It would include the opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements.

Sensitive information is a special category of personal information and can, in most cases, only be disclosed with your consent. It is information or opinion about you:

- ♦ racial or ethnic origin;
- ♦ sexual preferences or practices;
- ♦ 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.
- ♦ political opinion;
- ♦ health or disability (at any time);
- ♦ criminal record;

Your personal and sensitive information will be collected by HB Group for its own use in connection with your work placements or coaching in workplace skills. Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration or enrolment.

Personal and sensitive information will also be collected when:

- ♦ we receive any reference about you;
- ♦ we make inquiries of your former employers or work colleagues or professional associations or registration body;
- ♦ we receive the results of any competency or medical test;
- ♦ we receive confirmation of any vaccinations you may have received;
- ♦ 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;
- ♦ you provide us with any additional information about you;
- ♦ we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.

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

- ♦ your actual or possible work placement;
- ♦ our identification of your training needs;
- ♦ our assessment of your ongoing performance and prospects;
- ♦ our management of any complaint, investigation or inquiry in which you are involved;
- ♦ any insurance claim or proposal that requires disclosure of your personal or sensitive information;
- ♦ any test or assessment (including medical tests and assessments) that you might be required to undergo.
- ♦ your performance appraisals;
- ♦ any workplace rehabilitation;

Your personal and sensitive information may be disclosed to potential and actual employers and clients of HB; referees; our insurers; a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information; a Workers Compensation body; our contractors and suppliers (e.g. our I.T. contractors and database designers or facilitators); any person with a lawful entitlement to obtain the information.

HB Group may also take your photo (with your consent) to be stored on your file on our internal database. Your photograph will only be accessible by HB Group staff for reference purposes ie.to assist our recruitment consultants in recalling faces and names.

If you do not give us the information we seek, we may be limited in our ability to locate suitable work for you and/or 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 Australian Privacy Principles (APPs) (APP 12 – Access and App 13 - Correction) within the Privacy Act 1988, 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 you should contact our Privacy Coordinator, whose details are shown below. There will be a fee of \$50 per access application. Where access is deemed necessary to a third party and the third party charges a fee, those fees will be payable by the person applying for access.

If you wish to contact us about your personal or sensitive information you should contact Anne Selman, General Manager - email: recruitment@hb.net.au; Tel: **+61 7 4639 4410**

I,.....of.....

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have read and understood each of the statements in this Collection Statement and voluntarily agree to:

- ♦ personal and sensitive information about me being collected by HB Group as indicated above;
- ♦ personal and sensitive information about me being used as indicated above;
- ♦ personal and sensitive information about me being disclosed as indicated above.

Signed:

Date:

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