

PERMANSER TECHNOLOGY P/L PRIVACY PRINCIPLES (NPP –5-1)

- National Privacy Principles
- Type of personal information held
- Purposes for which we hold personal information
- Disclosures
- Contractors
- Security
- Inquiries

PERMANSER TECHNOLOGY P/L COLLECTION STATEMENT (NPP-1.3)

- What your personal information is
- What sensitive information is
- Who will be collecting your personal and sensitive information
- How your information will be collected
- How your information will be used
- Who your personal and sensitive information may be disclosed to
- If you do not give us the information we seek
- How you can gain access to your information to correct it if it is wrong
- Security

PERMANSER TECHNOLOGY P/L PRIVACY STATEMENT

Permanser Technology P/L is committed to maintaining high standards of professionalism and ethics in our relationships with our candidates and clients. We are also committed to protecting your privacy rights. The Privacy Amendment (Private Sector) Act 2001 applies to most private sector organisations as at 21 December 2001. In accordance with this legislation, the purpose of this statement is clarify what kind of information we collect about you, how we use it, who we disclose it to, how you may correct or change it and how to contact us. Should we be required to amend or modify our policy regarding privacy for any reason, we will update the following statement.

Permanser Technology P/L Privacy Policy (NPP-5.1)

National Privacy Principles

The National Privacy Principles established by the Privacy Act 1988 apply to Permanser Technology P/L.

Type of personal information held

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

- Candidate Information submitted and obtained from the Candidate 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

Purposes for which we hold personal information

We primarily hold personal information for the following reasons:

- Placement operations
- Recruitment
- Staff management
- Training
- Client and business relationship management

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In all cases we will only disclose information with your consent. We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Contractors

We contract out a number of services from time to time. Our clients may see some of your personal information.

Typically our contractors would include:

Pattern Makers

Warehouse staff

Quality Control

Security

Permanser Technology P/L recognises our responsibility for protecting the privacy of your personal information. Security measures are in place to protect information from unauthorised access, loss, misuse or alteration. We will review and update these measures from time to time to ensure security is maintained.

Personal information held by us will be destroyed when it is no longer needed for any purpose for which it may be used or disclosed.

Permanser Technology P/L Collection Statement (NPP-1.3)

What your personal information is

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

What sensitive information is

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

- racial or ethnic origin
- 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
- sexual preferences or practices
- criminal record
- health or disability (at any time)

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 Permanser Technology P/L for its own use and on behalf of its clients who require access to your personal and sensitive information in connection with your employment opportunities. Some laws -eg.employment agents' law, taxation law and immigration law, might require us to collect certain personal and sensitive information.

How your information will be collected

Personal and sensitive information will be collected from you directly when you provide us with a copy of your resume or attend an interview. 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
- you provide us with any additional information about you

Your information will be used

Your personal and sensitive information will be used in connection with your actual or possible work placement.

Your personal and sensitive information may be disclosed to

- potential and actual clients of Permanser Technology P/L
- any person with a lawful entitlement to obtain the information

If you do not give us the information we seek

- 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
- we may not proceed with your application for work

You can gain access to your information to correct 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 you should contact our Privacy Compliance Officer, whose details are shown above.

In the case of providing copies of written documents, we may charge a fee to cover our administrative expenses. We will not charge you simply because you lodge a request for access.

Security

Permanser Technology P/L recognises our responsibility for protecting the privacy of your personal information. Security measures are in place to protect information from unauthorised access, loss, misuse or alteration. We will review and update these measures from time to time to ensure security is maintained.