

privacy statement

PERSONAL INFORMATION

The sharonbennie team is committed to protecting your personal information.

When you respond to our job advertisements which appear either on seek.com.au, careerone or in The Sydney Morning Herald, etc., you can be assured that you are doing so with the knowledge that we will only use your personal information for the purpose of assisting you to secure employment.

Our advertisements describe the general nature of positions and the general nature of the skill set required. At the time of our initial interview with you we will provide further details of the role, the organisation, skill requirements, experience necessary, etc.

Prior to being placed in employment, you have a right to access your personal information held by us and if necessary to have that information corrected, updated or made more complete.

However, once you are successful in obtaining employment, your personal information either becomes part of our employment records and/or those of our client/s. Employment records are governed by industrial legislation and are the property of the employer.

sharonbennie assists applicants in securing permanent, part-time, or fixed term contract positions. From time to time we may also assist with temporary recruitment assignments. If you are employed by sharonbennie for the purpose of carrying out temporary or contract work for our clients, your personal information becomes part of our employment records. As your employer, we are more than prepared to answer any questions you may have with respect to your records.

sharonbennie outsources the management of its website and computer network to external contractors. These are important alliances to us and we have entered into legally enforceable agreements with these parties to protect your personal information.

WHAT DOES YOUR PERSONAL INFORMATION INCLUDE?

Personal information means information or an opinion, concerning you and your employment history. Personal information includes your contact details, references, opinions about your work experience, or performance, results of occupational or psychometric assessments, together with any other information obtained by sharonbennie in seeking to place you in appropriate employment.

Personal information may also incorporate sensitive information, which might include information or opinion about any health, issues, criminal records etc. We generally do not seek to collect such sensitive information, although sometimes it may be pertinent to a particular position. Such sensitive information in most cases may only be collected and disclosed with your consent or if required by law.

HOW PERSONAL INFORMATION IS COLLECTED

We obtain most of our information from you directly such as:

- When you submit an application, resume or fill out our forms;
- Each time we have contact with you;
- We may ask to collect particular personal information about you.

If we have not already done so, when or before we collect information, we will take reasonable steps to inform you of:

- The purpose for which the information is collected;
- Where applicable, any law requiring information to be collected;
- The main consequences if all or part of the information is not provided.

We may approach your referees for a reference and/or make enquiries of your former employers, work mates, professional or representative organisations and employment or labour hire agencies. Your personal information may also be collected from the results of medical, competency and psychometric assessment, performance appraisals, records of workplace injuries or workplace accidents in which you are or have been involved in, certificates of educational qualifications as well as reports from insurance or criminal investigations.



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"The Republic"
Suite 707 @ 50 Burton St
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0413 381 381
sb@sharonbennie.com.au
www.sharonbennie.com.au

ABN 80 102 820 682

Our office hours are 9.00 am to 5.00 pm, Monday to Friday. If you wish to contact us about your personal information, please contact:

Sharon Bennie

Principal Consultant

0413 381 381

sb@sharonbennie.com.au

HOW YOUR PERSONAL INFORMATION IS USED AND DISCLOSED

Your personal information may be used by us in connection with:

- Potential employment;
- Assessment of performance;
- Assessment of medical, competency and psychometric assessment;
- Management of any investigation in which you are involved.

WHO IS YOUR PERSONAL INFORMATION DISCLOSED TO?

Your personal information may be disclosed to:

- Potential employers;
- Insurers;
- Our contractors and suppliers;
- Your referees, former employers, sharonbennie staff, professional or representative organisations, other employment or labour hire agencies;
- Any person with lawful entitlement to obtain the information.

Your consent to the above disclosures is taken to have been given when you submit your personal information to sharonbennie. Your consent allows us to disclose or use your information for any reasonable purpose related to your possible employment placement as contemplated by this Privacy Statement. Further, as we have a public interest duty to co-operate with law enforcement agencies and to prevent any threat to life, health or safety of any person, we may have to disclose your personal information for such purposes. If for any reason you decide not to provide certain personal information, we may be restricted in our ability to secure a suitable position for you. In the event that you are employed in a temporary or contract position, we will require you to provide your tax file number in order that we may pay you and deduct the relevant taxes etc.

DATA QUALITY

The personal information collected from you at the time of your application for employment and initial interview is assumed by sharonbennie to be accurate, honest, complete and up to date. If at any time you believe this personal information is no longer accurate, complete or up to date please advise us accordingly in writing.

DATA SECURITY

We have taken reasonable steps to protect your personal information from misuse or loss or unauthorised access. We hold your personal information in computers which are password protected, and paper based files and other records which are held under lock and key.

Our policy is to maintain your personal information for a period of approximately 2 years after receipt. We will then contact you and ask whether you would like us to keep your personal information. At that time you will need to provide us with any amendments or updates to your personal information. If you do not wish us to keep your personal information, the information will be shredded.

YOUR RIGHT TO ACCESS YOUR PERSONAL INFORMATION.

As an applicant for employment you have a right to access and to obtain a copy of your personal information. However, there are exemptions to this right of access. For example, we are not required to provide you with access where a request:

- Is after you have become an employee of sharonbennie;
- Is frivolous or vexatious;
- Concerns information relating to an existing or anticipated legal proceedings between sharonbennie and an applicant;
- Would reveal our intentions in relation to negotiations with you in such a way that it would prejudice those negotiations;



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- Requires access that would be unlawful;
- Would be likely to prejudice the prevention, investigation and prosecution of any criminal offence or seriously improper conduct.

If you require access in order to correct personal information held you will need to establish the information that you have previously provided was not accurate, complete or up to date. We will then take reasonable steps to correct that information so that it is accurate, complete and up to date.

If we are in disagreement with you as to whether the personal information is inaccurate, incomplete or not up to date, you will need to provide statements, as what you say is the correct information. If you wish to exercise your right of accessing correction, please contact us.

We may impose a charge for providing access to personal information. However, will not charge you simply because you have lodged a request.

RESPECT FOR OUR CLIENT'S PRIVACY

Our clients also sign privacy agreements with sharonbennie, confirming that they have an obligation to ensure that the personal information we forward about our candidates is adequately protected and secure.

As detailed above, our team is committed to protecting your personal information. We are also committed to protecting the privacy of the client's we represent.

In order to facilitate the highest level of privacy for all parties, we ask that you agree to hold any and all information provided to you in the strictest of confidence and by signing this agreement you consent to do so.

YOUR CONSENT

I _____ (Name)

Of _____ (Address)

Have read and have understood the above Privacy Policy and consent to my personal information:

1. Being collected by sharonbennie in accordance with the above.
2. Being used by sharonbennie in accordance with the above.
3. Being disclosed by sharonbennie in accordance with the above.
4. Maintaining the Privacy of those organisations represented by sharonbennie, workforce solutions.

Signed: _____

Dated: _____

Witness: _____

Witness Name: _____

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client privacy

The Privacy Act (1988) has been amended to introduce National Privacy Principles ("NPPs"), effective December 21, 2001. They introduce another layer of regulation for private organisations in relation to the collection, use and disclosure of personal information about individuals. The NPPs require that the individuals whose personal information we collect (our candidates) may be able to have access to their information, if and when they require it. Such information may include opinions and references gathered as part of the job placement process.

Depending on the type of placement, a candidate's details may become part of their employment records. In that instance, they may only be accessed in accordance with your/our respective HR practices.

However, if an applicant is unsuccessful he or she is entitled to access their personal information. In the instance where an applicant becomes a temporary employee or a contract employee of sharonbennie, they are then considered to be our employees and accordingly are entitled to ask for various details as to their engagement pursuant to our normal human resource practices.

Further obligations require us both to take reasonable steps to protect personal information that we collect and hold from:

- Misuse, loss; and
- Unauthorised access modification or disclosure.

As a result of the arrangements between us, which are detailed in the letter we provide at the commencement of all recruitment exercises, we each have access to personal information held by the other about applicants. This means that we each have an obligation to ensure that the personal information we hold about individuals is adequately protected and secure. This is particularly the case where we are providing each other with personal information. In the circumstances, we believe it in our mutual interest to confirm agreement on the following matters:

MUTUAL OBLIGATIONS UNDER THE NPPS

We will ensure that our respective organisations are fully aware of their respective obligations under the NPPs relating to the collection, use, management and disclosure of personal information and each of us will at all times comply with respective obligations under the NPPs as applicable.

DISCLOSURE

We ask that you agree not to use or disclose any personal information received from sharonbennie about an applicant, except for the purpose of employment in the position that they have been put forward for.

We also ask that you agree to destroy or return to us, the personal information provided by sharonbennie relating to unsuccessful applicants immediately upon deciding not to employ them and to notify us of said destruction or return at that time.

Written record of disclosures and consents from applicants

We ask that your organisation arrange for a written record to be kept of any disclosure including:

1. Who it was made to,
2. That it was for the purpose of employment in the position which we have been briefed and
3. That you first obtained the applicants consent to such a disclosure via sharonbennie on behalf of an applicant & that you agree, if requested, to provide us with copies of those records.

No release from other obligations

We agree that the matters and agreements set out in this document are not intended to replace or effect any other existing provisions of our agreement.

Please sign the enclosed copy of this letter in acknowledgement of same.



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ACKNOWLEDGEMENT OF AGREEMENT BY THE ADDRESSEE

I/We have read and understood the sharonbennie Privacy Terms and Conditions of Business as outlined above and confirm my/our agreement.

Signed for & on behalf of: _____ (Print)

Signature: _____ Date: _____

Title: _____ ABN: _____



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