

PRIVACY POLICY STATEMENT

Personal Information

Personal information is any information or an opinion, whether true or not, about you. It may range from the very sensitive, such as a medical history or condition, to the everyday, your address or 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 in connection with your possible work placements.

Personal information includes sensitive information that may be required to provide to a health service, such as information or opinion about your membership of a professional association or trade union; your criminal record; or your health or disability.

Sensitive information can, in most cases, only be collected with your consent. Medipeople will only collect information that is necessary to perform the requirements of our service. We do not collect or use personal or sensitive information for the purposes of unlawful discrimination.

Collecting your personal and sensitive information

Medipeople Pty Ltd will collect your personal and sensitive information for its own use and on behalf of our clients who might require access to your personal and sensitive information in connection with work placements.

This information will be collected directly from you when you complete and submit our application form or any other information in connection with your application for work.

Government legislation, such as taxation, immigration and the protection of children or the elderly may require that we collect certain types of information from you. Our website, email systems and other technology automatically records information about all site visits or information sent to us, which may include:

- the IP Address of your computer;
- the date and time;
- the information you requested;
- any information you sent us (such as an email);
- the referring page from where you initially entered our website;
- the session identifier of your last visit to our website.

Personal and sensitive information will also be collected when we receive:

- the results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- the results of any competency or medical test;
- any performance feedback (whether positive or negative);
- any complaint from or about you in the workplace;

- any information about a workplace accident in which you are involved;
- any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- any additional information from you about yourself.

Using your information

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

- your actual or possible work placement;
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- our identification of your training needs;
- any workplace rehabilitation;
- 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.

Your personal and sensitive information may be disclosed to:

- potential and actual employers and clients of Medipeople Pty Ltd;
- 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, such as our IT contractors and database designers;
- any person with a lawful entitlement to obtain the information.

Withholding the information

If you do not give us the information we require we may be limited in our ability to locate suitable work for you and we may be limited in our ability to place you in work.

Contacting us

If you wish to contact us about your personal or sensitive information you should contact James Whitaker (Privacy Co-ordinator) during office hours.

Updating personal information

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 the personal and sensitive information that we hold about you.

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 a statement from you with the information that identifies why 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 above. In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

Withdrawing consent

You can withdraw your consent to receiving future commercial electronic messages from Medipeople simply by contacting the sender and stating that you no longer wish to receive messages from them. Your withdrawal of consent will take effect in five business days.

The sender of the original message must honour your withdrawal of consent within this specified time, and should not send you any further commercial electronic messages.