



Privacy Statement

The Privacy Act 1988 seeks to protect individuals against interferences with their privacy by regulating the way in which personal information is collected, handled, disclosed, used and stored. iPlace Recruitment Pty Ltd understands the importance of this and is committed to protecting the privacy of an individual's personal information.

iPlace Recruitment Pty Ltd aims to protect the privacy of your personal information, your rights in relation to your personal information managed by iPlace Recruitment Pty Ltd and the way we collect, hold, use and disclose your personal information.

WHAT KINDS OF PERSONAL INFORMATION DOES IPLACE RECRUITMENT PTY LTD COLLECT?

When utilizing our services, iPlace Recruitment Pty Ltd may collect your personal information for any of the following uses:

- General contact and identification details (e.g. name, address, email address and phone number)
- To gain information about your education and work history, qualifications and skills
- Identify the opinions of others about your work performance (whether true or not), which will only be collected with your consent
- Information about your work rights and your eligibility to work within Australia which may include details, copies or presentation of the originals of any applicable visa, passport, birth or citizenship certificate, or other relevant documentation
- Sensitive information (e.g. information about your health, medical history or specific condition, criminal record, professional memberships etc), which will only be collected with your consent
- Any results of relevant tests in which you participate including but not limited to online testing carried out on iPlace Recruitment's behalf by third party provider
- Any personal information relevant to any training programs you undertake
- Your tax file number and relevant bank and superannuation account information necessary to facilitate the payment of wages and superannuation contributions and to ensure appropriate taxation treatment
- Driver's licence number and relevant information about your driving history or infringements and any other applicable licences and certificates
- Or any other information relevant in the circumstances

HOW IS YOUR INFORMATION COLLECTED?

Personal information will be collected from you directly when you complete an application form or submit your resume, either online or via a hard copy, attend an interview, or otherwise provide us with personal information via phone, fax, email or in person.

Personal information may also be collected from a source other than you when:

- You submit an application form or your resume through a third party website
- We undertake reference checks by inquiring with, or we otherwise receive references or Performance feedback (whether negative or positive) from, any of your former or current employers, work colleagues, professional associations or registration bodies (reference checks are only undertaken with your consent)
- We receive results of any medical tests or criminal history checks, (which are only undertaken with your consent)
- We receive results from any competency tests in which you participate

- We receive results from any other online process or testing including but not limited to assessments, induction courses and background checks carried out by third party providers on behalf of iPlace Recruitment Pty Ltd
- We undertake a VEVO Check through which to assess your eligibility to work within Australia
- We receive any complaint from or about you in the workplace;
- We receive information from your employer for the provision of employee benefits or career assessments for candidates receiving our career transition or training services
- We receive information about a workplace accident in which you were involved; and
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were or are involved in during or in connection with a work placement.

WHY DO WE NEED YOUR INFORMATION?

iPlace Recruitment Pty Ltd collects, holds, uses and discloses your personal information where it is reasonably necessary for the purposes of providing you with recruitment, work placement services, career transition and training services.

This may include using and disclosing your personal information to facilitate or otherwise in connection with:

- You being offered employment or an engagement with a client of iPlace Recruitment Pty Ltd
- Your actual or potential work placements with clients of iPlace Recruitment Pty Ltd
- Undertaking performance appraisals in relation to your former or current work placements with clients of iPlace Recruitment Pty Ltd
- Any test, assessments or checks (including medical tests and assessments and criminal record checks) that you might be required to undergo for the purposes of assessing your suitability for a potential work placement or task with a client of iPlace Recruitment Pty Ltd
- Identifying and facilitating your training needs
- Any necessary workplace rehabilitation during, or for the purposes of, a current or future work placement in accordance with applicable legislation
- The management of any complaint, investigation or inquiry in which you are involved during a work placement
- Any insurance claim or proposal in which iPlace Recruitment Pty Ltd is involved by virtue of your current or previous work placements with a client of iPlace Recruitment Pty Ltd
- You being offered career transition services upon termination of your employment with your current or ex-employer

iPlace Recruitment Pty Ltd may also collect, hold, use or disclose your personal information for:

- Administrative and business management purposes
- Marketing purposes and to identify and inform you of products and services that may be of interest to you
- Its own internal recruitment processes; and/or
- Any other legal requirement

DISCLOSURE OF PERSONAL INFORMATION

iPlace Recruitment Pty Ltd discloses your personal information for the purpose for which it collects it. That is, generally, iPlace Recruitment Pty Ltd will only disclose your personal information for a purpose related to the provision of recruitment and work placement services or otherwise as set out in this statement.

This may include disclosing your personal information to:

- Clients of iPlace Recruitment Pty Ltd who may be your potential or actual employer or with whom you may be placed on a work placement
- Your referees
- Educational institutions and organisations, for the purpose of recommending and facilitating courses or programs through which you can upgrade your skills and undertake further training
- iPlace Recruitment Pty Ltd insurers
- A professional association or registration body if relevant to the provision of iPlace Recruitment Pty Ltd's services or otherwise with your consent
- A Workers Compensation body in accordance with applicable legislation
- iPlace Recruitment Pty Ltd's contractors and suppliers including IT contractors and database designers
- A Federally registered Job Services Provider, for the purpose of confirming hours of work and hourly rate of pay
- Any other entity, with your consent, or to whom disclosure is required or authorised by law
- Any other third parties engaged to perform administrative or other services

This disclosure is always on a confidential basis or otherwise in accordance with law.

DIRECT MARKETING

iPlace Recruitment Pty Ltd may use and disclose your personal information in order to inform you of products and services that may be of interest to you. In the event you do not wish to receive such communications, you can opt-out by contacting iPlace Recruitment Pty Ltd via the contact details set out below or through any opt-out mechanism contained in a marketing communication to you.

SECURITY OF YOUR PERSONAL INFORMATION

iPlace Recruitment Pty Ltd takes all reasonable steps to ensure personal information it holds is protected against misuse, interference and loss and from unauthorised access, modification or disclosure.

CONTACT US

For further information or enquiries regarding personal information that iPlace Recruitment Pty Ltd holds about you, or if you would like to opt out of receiving any promotional communications, please contact:

iPlace Recruitment Pty Ltd
PO Box 7915
Baulkham Hills NSW 2153
Phone: 02 8865 9200
Email: info@iplacerecruitment.com.au