

General Privacy Policy

Barbosa Personnel

National Privacy Principles

The National Privacy Principles established by the *Privacy Act 1988* apply to Barbosa Personnel.

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: placement operations; recruitment; staff management; training; client and business relationship management and marketing.

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose.

In some cases we may 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 contractors may see some of your personal information. Typically our contractors would include Database Designers and IT Contractors.

Inquiries and Complaints

You can make further inquiries or complaints about our privacy policies in writing to Anne Barbosa, Managing Director, Barbosa Personnel, Level 6, 135 King Street, Sydney NSW 2000. You can also make complaints to the Office of the Federal Privacy Commissioner.

Access

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

If you wish to obtain access to your personal information you should contact our Managing Director, Anne Barbosa. You will need to be in a position to verify your identity.

We may impose a moderate charge in providing access and this will be discussed with you.

You should also anticipate that it might take a little time to process your application for access, as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

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 (address and phone number). It may 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.

Sensitive information

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

level 6, 135 king street
sydney nsw 2000
t (02) 9235 0099
f (02) 9235 0477
barbosa@barbosa.com.au

abn 21 001 726 763
b&n enterprises Pty Ltd
trading as barbosa personnel

The logo for Barbosa Personnel, featuring the word "Barbosa" in a large, bold, serif font. Below the text is a horizontal line that starts under the 'B' and ends under the 'a', with a small flourish or underline under the 'a'.

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- 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);
- Expressed wishes about the future provision of health services.

Who will be collecting your personal and sensitive information?

Barbosa Personnel will collect your personal and sensitive information for its own use and on behalf of other members of Barbosa Personnel who might require access to your personal and sensitive information in connection with your work placements. The other members of Barbosa Personnel are permanent staff employed by and working on the premises of Barbosa Personnel.

How to contact us

If you wish to contact us about your personal or sensitive information you can contact the Managing Director, Anne Barbosa, in writing to Barbosa Personnel, Level 6, 135 King Street, Sydney NSW 2000.

How your information will be collected

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.

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;
- 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;
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- You provide us with any additional information about you.

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 Barbosa Personnel
- Other members of Barbosa Personnel
- 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 – eg. Our IT contractors and database designers
- Any person with a lawful entitlement to obtain the information.

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If you do not give us the information we seek

- We may be limited in our ability to locate suitable work for you;

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- 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 *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 the personal or sensitive information 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.

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.

Your Rights As A Candidate

- Barbosa Personnel will not charge a job seeker a fee for the purpose of finding the job seeker employment
- Barbosa Personnel will not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position); and
- If a job seeker believes that Barbosa Personnel has acted inappropriately, the job seeker may contact the Department of Fair Trading for information on possible action that may be taken.

YOUR CONSENT TO THE COLLECTION, USE AND STORAGE OF YOUR PERSONAL AND SENSITIVE INFORMATION:

I (full name): _____

Of (address): _____

Who can be identified by (license or passport number or any other further means of identification):

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

- personal and sensitive information about me being collected by you 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: _____

Signed Witness: _____ Date: _____

Name & Address of Witness: _____

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