

Searson Buck PRIVACY POLICY

National Privacy Principles

The National Privacy Principles established by the Privacy Act 1988 apply to Searson Buck. Your privacy is important to us and we provide the following detail so you are aware of how we will collect, hold, disclose and use personal and private information you provide to us.

Searson Buck in this context includes Searson Buck Pty Ltd and independent businesses Searson Buck Workforce Pty Ltd and Searson Buck Holdings Pty Ltd.

Type of Personal Information Held

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

- Information provided by people and other third parties in connection with applications for work, career counselling, outplacement or other HR related reasons; including name, address, phone numbers, emergency contact details, date of birth, bank details, tax file number, superannuation details, qualifications, drivers licences, previous education and training;
- Previous work history, work performance and referees' contact details;
- Information about incidents in the workplace;
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes;
- Results of medical examinations, drug tests and psychometric tests;
- Information obtained to assist in managing client and business relationships

How Your Information Will Be Collected

Personal and sensitive information will be collected from you directly when you send us your resume, fill out and submit one of our registration forms, or supply 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;
- we receive information from clients after they have met or interviewed you

Security

All reasonable care has been taken to ensure that your personal and sensitive information is stored in a safe and secure manner.

How Your Information Will Be Used

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 Searson Buck;
- referees;
- other affiliated recruitment firms we deal with;
- 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 – e.g. our I.T. contractors and database maintainers, contracted recruitment consultants;
- any person with a lawful entitlement to obtain the 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: I.T. contractors and database designers; Recruitment Consultants contracted to work with us.

Our Internet Website

This Privacy Policy applies to any website operated by us under the domain names www.searsonbuck.com.au and www2.searsonbuck.com.au.

When you use a link from our Website to the websites of third parties, those websites are not subject to our privacy standards. Those third parties are responsible for informing you of their own privacy policies. If personal information about you is collected by third parties on any websites you have accessed through our website, we may also collect or have access to that information as part of our arrangement with those third parties.

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;

Inquiries and Complaints

You can make further inquiries or complaints about our privacy policy to our Privacy Coordinator whose contact details are:

Privacy Coordinator

Ph: 03 62233055

Fx: 03 62233099

Email: privacy@searsonbuck.com.au

You can also make enquiries or complaints to the Office of the Federal Privacy Commissioner, the WEB address is www.privacy.gov.au.

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 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 Coordinator, whose details are shown above. You will need to be in a position to verify your identity.

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.

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

You should also anticipate that it may 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.