

# PRIVACY POLICY

Active Recruitment is committed to protecting the privacy of personal information that we handle. Personal information is information that directly or indirectly identifies a person.

## Collection:

We collect and handle a range of personal information deemed necessary for the purpose of assisting you to find suitable employment. We recognize that the nature of this service means that some of the information we handle may be sensitive. The personal information is collected by lawful and fair means and not in an unreasonably intrusive way.

## Use and Disclosure:

Your personal information is provided for the primary purpose of finding suitable employment and may be divulged to potential employers. It may also be divulged where it is required in accordance with the law. You may gain access to your personal information by contacting our Privacy Coordinator, Katrina Barnett.

## Data Quality:

Active Recruitment will take reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and up to date.

## Data Security:

Active Recruitment will take reasonable steps to protect your personal information from misuse and loss and from unauthorised access, modification or disclosure.

## Openness:

On request, we will take reasonable steps to let you know, generally, what sort of personal information we hold about you, for what purposes and how we collect, hold, use and disclose that information.

## Access and Correction:

We will provide you with access to your personal information except to the extent that:

- (a) providing access would pose a serious and imminent threat to the life or health of any individual;
- (b) providing access would have an unreasonable impact upon the privacy of other individuals;
- (c) the request for access is frivolous or vexatious;
- (d) the request would interfere with legal proceedings;
- (e) providing the information would be unlawful;
- (f) If we are asked by an enforcement body performing a lawful security function not to.

I have read the Privacy Policy of Active Recruitment and agree to provide my personal information for the primary purpose of Active Recruitment assisting me to find suitable employment. I understand that the information may be divulged to potential employers.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_ DATE: \_\_\_\_\_