

FINDMEA – CANDIDATE PRIVACY POLICY

FINDMEA – Candidate Privacy Policy

FINDMEA Pty Ltd (“FINDMEA”) and its related entities are committed to protecting the privacy of all persons who provide us with information in the provision of recruitment services and related commercial activity. We, at all times, ensure compliance with the Privacy Act 1988 (Cth) (the “Privacy Act”), including the National Privacy Principles.

Personal information is?

As defined in the Privacy Act, personal information includes information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Personal information may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. name, address and phone number). It would include the opinions of others about your work performance, your work experience and qualifications, aptitude and psychological assessment results and other information obtained by us in connection with your possible work placements. Personal information includes sensitive information.

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;
- You attend an interview;
- 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.

Personal Information Held/Disclosure

FINDMEA collects, uses and discloses personal information submitted by people seeking either permanent or temporary employment.

Personal information of employees of FINDMEA forms part of our employment records and is the property of FINDMEA. While the National Privacy Principles do not apply to employment records, any employee who has a question about employment records, is to direct that enquiry to the officer in charge. FINDMEA may be contacted about information regarding your personal information. This will only be provided with your written consent, i.e. Requests for loan from financial institutions. 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.

How to contact us

If you wish to contact us about your personal or sensitive information you should contact our Administration Manager via email Admin@FINDMEA.com.au