

PRIVACY STATEMENT

Your Privacy Is Important!

At RED Appointments your right to privacy is important. RED Appointments is subject **to the National Privacy Principals (“NPPs”)** under the **Privacy Act 1988 (C'th)**. The following statement outlines how RED Appointments manages personal information that it holds about individuals in accordance with the **NPPs**.

Personal Information- What is it?

Personal information is any information or an opinion about you (whether true or not) from which RED Appointments can determine your identity.

It may range from the very sensitive (e.g medical history or condition) to the everyday (e.g address and phone number). It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude tests results and other information obtained by RED Appointments in connection with your possible work placements. Personal information includes sensitive information.

Sensitive information- what is it?

When personal information concerns certain matters it is considered sensitive information. It is information or opinion about you:

- Racial or ethnic origin
- Political opinion
- Membership of a political association religious beliefs, affiliation or philosophical
- Membership of a professional or trade association or membership of a trade union
- Sexual preferences or practices
- Criminal record
- Health

RED Appointments will only collect use or disclose sensitive information about you in accordance with the law. In most cases, RED Appointments will only collect, use, or disclose sensitive information where it has received your consent.

Who will be collecting your personal information?

Your personal information will be collected by RED Appointments to provide you with recruitment services. RED Appointments may also collect your personal information on behalf of other members of the RED Appointments Group in connection with the provision of recruitment services to you.

How your information will be collected?

Generally, RED Appointments collects your personal information directly from you. For example, it collects personal information when you:

- Deal with RED Appointments in person, by telephone, letter, fax or e-mail;
- Supply a resume;
- Fill out and submit a registration form;
- Submit any other information in a connection with your application for registration.

Personal information about you may also be collected from a third party.

For example when RED Appointments receive:

- Any reference about you;
- Result of inquiries of former employers, work, colleagues, professional associations or registration body;
- The results of any competency or medical test;
- Performance feedback (whether positive or negative);
- Any complaint from or about you in the workplace;
- Any information about any insurance investigation, litigation, registration; or
- Professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved.

If RED Appointments does not have your prior consent, it will take reasonable steps to inform you that it has collected personal information from a third party and ensure you are aware of the purposes for which RED Appointments had collected your personal information.

How RED Appointments may use and disclose your personal information

RED Appointments may use and disclose the personal information it collects about you for the following purposes:

- To provide recruitment services to you;
- For other purposes for which you have engaged RED Appointments.

RED Appointments may disclose some of your personal information to:

- Potential and actual employers and clients of RED Appointments;
- Referees.

RED Appointments may also disclose your personal information to a third party if they have a proper interest in the disclosure, such as;

- Other members of the RED Appointments Group;
- RED Appointments insurers;
- A professional association or registration body;
- A Workers Compensation body.