

Complete Recruitment Solutions

Privacy Policy

Complete Recruitment Solutions Pty Ltd ABN: 70 122 227 427

Personal Information

Complete Recruitment Solutions is committed to protecting your rights to privacy. In all dealings with Complete Recruitment Solutions, you can rest assured that your personal information is used only for the purpose of placing you in employment.

You have the right to access your personal information held by us and if necessary to have that information corrected, updated or made more complete, prior to being placed in employment. Once you are successful in obtaining employment through Complete Recruitment Solutions however, your personal records and information becomes part of either our employment records or those of our clients. Employment records are governed by industrial legislation and are the property of Complete Recruitment Solutions. If you are employed by Complete Recruitment Solutions for the purpose of carrying out temporary or contract work for our clients, your personal information becomes part of our employment records. As your employer, we are prepared to answer any questions you may have with respect to your records.

Complete Recruitment Solutions have outsourced the management of its website and computer network to external contractors. These are important partnerships to Complete Recruitment Solutions and we have entered into legally enforceable agreements with these parties to protect your personal information.

What does your personal information include?

Personal information means information concerning you and your employment history. This includes your contact details, references, opinions about your work experience or performance, results of skills; occupational or psychological testing and any other information obtained by Complete Recruitment Solutions to place you in appropriate employment

Personal information may include sensitive information, such as information or opinion about any criminal records or health issues. We generally do not seek to collect such information although sometimes it may be important to a particular position. Sensitive information in most cases may only be collected and disclosed with your consent or if required by law.

How personal information is collected?

We obtain information from you directly:

- When you submit a resume
- When you complete an application form
- During your interview
- Each time we have contact with you
- When or before we collect information, we will take reasonable steps to inform you of:
 - The purpose for which the information is collected
 - Where applicable, any law requiring information to be collected
 - The main consequences if all or part of the information is not provided
- We may approach your referees, former employers, colleagues, professional or representative organisations and employment or labour hire agencies.
- Your personal information may be collected from the results of medical, competency and psychological testing, workplace performance appraisals, records of workplace injuries or workplace accidents in which you are involved, certificates of educational qualifications and reports from insurance or criminal investigations.

If you wish to contact us about your personal information, you should contact:

Privacy Officer
Complete Recruitment Solutions
PO Box 762 KINGSWOOD NSW 2747

Email: recruit@completerecruitment.com.au

Facsimile: (02) 4721 1100

Normal office hours are between 8:00am to 5.30pm Monday to Friday

How your Personal information is used and disclosed?

Your personal information may be used by us in connection with:

- Potential employment
- Assessment of your performance
- Management of any investigation in which you are involved
- Assessment of medical, competency and psychological testing

Who is your personal information disclosed to?

- Potential employers and/or agents acting on their behalf
- Our contractors and suppliers
- Your referees, former employers, colleagues
- Professional or representative organisations
- Employment or labour hire agencies
- Insurers
- Any person with lawful entitlement to obtain the information

Your consent to these disclosures is understood to be given when you submit your personal information to Complete Recruitment Solutions. Your consent allows us to disclose or use your information for any reasonable purpose related to your potential employment placement as contemplated by this Privacy Statement.

Our ability to assist you with employment may be affected if you decide not to provide certain personal information, for whatever reason.

If you are employed in a temporary or contract position, we will require you to provide your tax file number; superannuation details and banking details, in order that we may pay you, process your superannuation and deduct the relevant taxes.

Data quality

The personal information collected from you at the time of your application for employment and interview is assumed by Complete Recruitment Solutions to be accurate, complete and up to date. If at any time you believe this personal information is no longer accurate, complete or up to date please advise us so that we may correct and/or update it.

Data Security

We have taken all reasonable steps to protect your personal information from misuse; loss or unauthorised access. We store your personal information in computers and paper based files and other records. These facilities and records are located at our premises which are secured by coded security access, computer records are secured by password access and paper based files are secured under lock and key at all times.

In accordance with legal requirements, we destroy your personal information when it is no longer needed. The period of time your information is held by us is in accordance with government legislation. At the end of the relevant time period, the information will be securely destroyed in line with Complete Recruitment Solutions policies and procedures.