



## Privacy Collection Statement

We will need to collect personal information about you. Personal information may range from the sensitive (e.g. relevant medical history or criminal history) to the everyday (e.g. address and phone number).

We may collect the opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information in connection with your possible placement.

### *We will only collect information that is necessary*

We do not collect or use personal information for the purposes of unlawful discrimination. We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it. We do not routinely conduct criminal history checks and will only do so if directed by our clients regarding a particular job you are offered or for which you are shortlisted.

If you only browse our website, we do not collect information that identifies you personally, though we may collect information related to your visit to our website. See our Privacy Policy for more information. Our Privacy Policy sets out further information which it may be helpful for you to know.

### *Who will be collecting your personal and sensitive information?*

Your personal information will be collected by Entirety Consulting for its own use in connection with your work placements.

Your personal information will be held by Entirety Consulting. Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by Entirety Consulting.

### *How to contact us*

If you wish to contact us about your personal information you should contact [tracey@entiretyconsulting.com.au](mailto:tracey@entiretyconsulting.com.au) during normal office hours.

### *Personal information about you that we collect from others*

We collect personal information about you from other people including referees, previous employers and industry colleagues who may be in a position to provide us with information that we may use to assess your suitability to be placed in the position that you may be offered.

### *Legal requirements for personal information*

Some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position for which you may be applying.

The following Australian laws require or authorize our collection of personal information from you:

- Migration Act 1958 (C'th) and Migration Regulations 1994 (C'th);
- Private Employment Agents (Code of Conduct) Regulation 2005 (Qld);



# Entirety Consulting

Recruitment & Projects

There may be cases where our duties require us to obtain and disclose certain types of personal information relevant to specific jobs. When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.

If you do not give us all or part of the information, we need

- we may be limited in our ability to place you in work.
- we may decline to represent you in your search for work or put you forward for particular positions.
- the necessary validation (including from appropriate third-party sources) of your resume, c.v., nominated references, or stated qualifications, experience, training, or abilities. Where we require third party validation, we will tell you how we propose to obtain it.
- your actual or possible work placement;
- any test or assessment (including medical tests and assessments) that you might be required to undergo.
- 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;
- any reference that we may give concerning your work;
- our statutory compliance obligations;
- Your personal information may be disclosed to...
  - clients of Entirety Consulting
  - referees
  - our contractors and suppliers - e.g. our I.T. contractors, internet service suppliers and database designers
  - any person with a lawful entitlement to obtain the information;

Our Privacy Policy contains information about how you may access personal information that is held by us and seek correction of that information.

### *Electronic Transactions.*

We conduct transactions electronically as well as in hard copy and by face to face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the internet and you should take all appropriate steps to protect your personal information. Please see our Privacy Policy for further information.