



Our Privacy Policy

iQ:eQ Pty Ltd

At iQ:eQPty Ltd we believe that your right to keep your personal information private is highly important. We are committed to maintaining the privacy, accuracy and security of your personal and sensitive information.

Further, we are committed to the Equal Employment Opportunity and Anti-discrimination Legislation.

When a candidate registers with iQ:eQ in order for us to find them employment, there are a number of things we wish them to know about how we collect, store, utilise and disclose the information we collect about them.

The Privacy Amendment (Private Sector) Act 2000 became legislation on 21 December 2001. The purpose of the Act is to ensure that your privacy is protected when you supply personal and private information to any private sector organisation.

The Act incorporates the National Privacy Principles (NPPs). iQ:eQ Pty Ltd strictly adheres to the NPPs. NPP 1 relates to the collection of personal information about an individual.

NPP 1.3 requires the organisation that is collecting information about you to ensure you are aware of your rights in relation to the collection. To this end, iQ:eQ Pty Ltd has developed the following **Collection Statement**, which we invite candidates to read and sign before we can register them as a candidate.

Collection Statement

What is personal information?

Personal information is any information or an opinion (whether true or not) about a living person. 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 a candidate's work performance (whether true or not), the candidate's work experience and qualifications, aptitude test results and other information obtained by us in connection with their possible work placements. Personal information includes sensitive information.

What is sensitive information?

Sensitive information is a special category of personal information. It is information or opinion about a person's:

- Racial or ethnic origin;
- Political opinion;
- Membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- Membership of a professional or trade association or membership of a trade union;
- Sexual preferences or practices;
- Criminal record;
- Health or disability (at any time);
- Expressed wishes about the future provision of health services.

Sensitive information can, in most cases, only be disclosed with a candidate's consent. **We do not actively seek to collect sensitive information about a candidate, except for information about the candidate's membership of a professional association. If we do have to collect sensitive information about a candidate we will do so in accordance with the National Privacy Principles.**

Who will be collecting your personal and sensitive information?

iQ:eQ Pty Ltd will collect your personal and sensitive information for its own use and on behalf of other members of the iQ:eQ Pty Ltd group who might require access to your personal and sensitive information in connection with your work placements.

A third party, not being a member of the iQ:eQ Pty Ltd, hosts our web site. Each time a person visits our web site, statistical data may be collected. This data, if collected, is not linked to a particular person and does not provide iQ:eQ Pty Ltd with any personal or sensitive information.

How to contact us.

If you wish to contact us about our privacy policy or the personal or sensitive information we may have collected about you please contact:

[Sylvia Lopez](#)

Talent Director *and Privacy Co-ordinator*

Ph. 02 9025 3581

slopez@iq-eq.com.au

during normal office hours which are 8.30 to 5.30 Monday to Friday. If you need to contact us about your personal or sensitive information urgently outside normal office hours you should contact Sylvia on her mobile on 0434367604.

How your information will be collected?

1. Attending our Offices for Registration and/or Interview.

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;

- results of inquiries that we might make of your 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 a workplace accident in which you are involved;
- any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved; or when
- you provide us with any additional information about you.

2. Visiting our Web Site

You can visit our web site and browse without the need to disclose any personal information.

When you visit the iQ:eQ Pty Ltd website, we may record anonymous information such as the date and time of your visit, the server/IP address, which site was visited and the information viewed and/or downloaded. The information gathered cannot be directly matched to an individual and is only used for administration and statistical purposes such as error logging. The information cannot tell us anything about you; it can only tell us about how you used our web site. This information can help us determine what areas of our web site are most beneficial to our visitors. No attempt is made by iQ:eQ Pty Ltd to identify users or their browsing activities.

3. Sending us an Email

iQ:eQ Pty Ltd only record your e-mail address if you send us a message or otherwise communicate the e-mail address to us. The e-mail address will only be used for the purpose for which you provide it and it will not be added to a mailing list or used for any other purpose without your consent.

How your personal information will be used by iQ:eQ Pty Ltd?

Your personal and sensitive information will be used in connection with the following:

- Your actual or possible work placement.
- Your performance appraisals.
- Our assessment of your ongoing performance and prospects.
- Any test or assessment (including medical tests and assessments) that you might be required to undergo.
- Our identification of your training needs.
- Any workplace rehabilitation.
- 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.

To whom may iQ:eQ Pty Ltd disclose your personal information?

Your personal information may be disclosed to:

- Potential and actual employers and clients of the iQ:eQ Pty Ltd group.
- Referees
- Other members of the iQ:eQ Pty Ltd group.
- Our insurers.
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information.
- A Workers Compensation body.
- Our contractors and suppliers – e.g. our I.T. contractors and database designers.
- Any person with a lawful entitlement to obtain the information.

If you do not give us the information we seek we may be limited in our ability to locate suitable work for you and/or place you in work.

How does iQ:eQ Pty Ltd protect the security of your information?

We take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification and disclosure.

1. Physical Security

We have a number of safety measures in place to protect your information. For example, your personal information is stored in secured offices and in computerised databases, which require a log in and password to be accessed. Access to the database is only available to those who require such access. All staff are bound by a confidentiality agreement regarding company and customer information.

2. Visitor Control.

Visitors to our offices are always under close supervision by a member of our staff for the duration of their visit.

3. Record Destruction.

We use secure methods to destroy or de-identify personal information as soon as the law permits and provided that the information is no longer needed by us. When you advise us that you are no longer looking for work opportunities and therefore do not wish to be registered with us, we will de-identify your database record and destroy your personal information, unless you advise us otherwise or unless required by law such as retaining tax and wages information.

You can gain access to your information to correct it, if it is wrong?.

Subject to some exceptions, which are set out in the *National Privacy Principles* (Principle 6 – Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date. If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact our Privacy Co-ordinator, whose details are shown above.

In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

Changes to our Privacy Policy

If at any time our privacy policy changes, the updated details will always be available on our web site for your perusal. If at any time you have a question or concern regarding iQ:eQ Pty Ltd and privacy, please contact our Privacy Officer whose details are shown above.