

## AMALGAM RECRUITMENT PRIVACY STATEMENT AND CONSENT

### Your Personal Information and Collection by Us

Personal information is information that identifies an individual. We collect personal information from you to assess your suitability for current or future employment opportunities. Your personal information may be collected at any

stage of our recruitment process. We only collect personal information about you when you request our services.

Personal information will typically include:

- name, residential address, phone number, email address.
- tax file number, banking details.
- medical checks, working visa and residency status.
- resume and CV documents including education, qualifications, work history and experience, memberships, and competencies.
- references, aptitude test results and other information which we may obtain in connection with your potential and actual work placements.

• relevant information about any workplace accidents in which you were involved or information from insurance investigations, professional disciplinary or registration matters or litigious or criminal proceedings or inquiries. We collect personal information from your application and registration for employment process, over the telephone, by letter and/or by electronic means.

Information is also collected from other parties when, for example, we conduct reference and other background checks.

### Use, Disclosure and Storage of Your Personal Information

We use your information only in connection with:

- your actual and potential work placement opportunities.
- career guidance or management.
- our assessment of your training needs.
- any test or assessment that you might be required to undergo; and
- undertaking checks to verify your work rights, residency status or
- other background checks.

We will only disclose your personal information for the purpose for which it is primarily held or for a related secondary purpose and, in some cases, we may only disclose information with your consent. Your personal information may be

disclosed to:

- potential and actual employers.
- referees.
- external providers such as training providers and background checking agencies.

We will retain your personal information on our candidate database for as long as you are looking for work placement opportunities. We will not disclose your personal information to a third party without first obtaining your consent and it will be stored securely on a secure server or stored locked under key. When your personal information is no longer needed for the purpose for which it was collected, we will take reasonable steps to destroy or permanently de-identify your personal information

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### Access to Your Personal Information and Complaints

Personal information that is collected is available for access and correction by request at any time by contacting us using the details below. If you have any concerns or complaints about how we handle your personal information, please contact us using the details below. We aim to acknowledge receipt of any complaint within two working days and aim to resolve all complaints within ten working days.

### Amalgam Recruitment

**P: 08 9277 6225**

**F: 08 9477 4220**

**E: [info@amalgamrecruitment.com.au](mailto:info@amalgamrecruitment.com.au)**

**Unit 7, 63 Knutsford Avenue, Rivervale WA 6103**

### Candidate Acknowledgements and Declarations

Amalgam Recruitment has adopted the Australian Privacy Principles contained in the Privacy Act 1988 (Cth). The Australian Privacy Principles govern the way in which we collect, use, disclose, store, secure and dispose of your personal information. For more information on the Australian Privacy Principles please visit:

<https://oaic.gov.au/privacy/australian-privacy-principles>

By registering with Amalgam Recruitment and submitting this Registration for Employment you agree to Amalgam Recruitment's Privacy Statement and acknowledge and agree that Amalgam Recruitment:

- will use your personal information to assist in finding and maintaining a suitable work placement or placements for you.
- may convey information contained in your CV or resume or from interview notes, psychological assessment, and referee comments to prospective employers with whom you have applied for a position.
- may alert potential employers as to your availability (which includes but is not limited to forwarding your CV to potential employers with your consent)
- may with your prior knowledge request and obtain professional references and collect and use your personal information for recruitment purposes in accordance with Amalgam Recruitment's Privacy Statement.

Amalgam Recruitment will collect personal information only by lawful and fair means and not in an unreasonably intrusive way.

Amalgam Recruitment relies on the personal information it collects, uses, and discloses to be complete, up-to-date, accurate and truthful. We will take all reasonable steps to protect the personal information we hold about you from misuse and loss and from unauthorised access, modification, or disclosure.