

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. 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.

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

Unit 7, 63 Knutsford Avenue, Rivervale WA 6103

Candidate Acknowledgements

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.

Our Website

Our website address is: <https://www.amalgamrecruitment.com.au>.

Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

Cookies

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

If you visit our login page, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Suggested text: Articles on this site may include embedded content (e.g., videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

Who we share your data with

If you request a password reset, your IP address will be included in the reset email.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

What rights you have over your data

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

Where your data is sent

Visitor comments may be checked through an automated spam detection service.