

PRIVACY COLLECTION STATEMENT

Litton Andrews Pty Ltd (ACN 612 492 770) (**Litton Andrews, we, our and us**) is committed to protecting your privacy. Litton Andrews complies with the *Privacy Act 1988* (Cth) and other relevant laws about the handling of personal information. The *Privacy Act* regulates how personal information is handled from collection to use and disclosure, storage, access and disposal.

This Privacy Collection Statement sets out in brief how Litton Andrews will handle your personal information when you register as a candidate with Litton Andrews.

For further information or to review a copy of our full Privacy Policy, please visit our website: www.littonandrews.com

Collection of personal information

Litton Andrews will collect your personal information as reasonably necessary for us to determine your suitability for work with or through us. The types of personal information we may collect include:

- identifying and contact information, such as name, gender, date of birth, age, email address and phone number(s);
- information about your employment, skills, qualifications, employment history, salary, employment performance history;
- information about your activities, including lifestyle interests;
- your tax file number;
- your superannuation details;
- your bank account details;
- sensitive information, including information about your health;
- results of police checks, working with children checks or other background checks;
- opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information in connection with your possible work placements;
- aptitude and psychological assessment results;

We collect your personal information directly from you when you register with us, and when you attend an interview with one of our staff members, and when you provide your personal information to by email or in hard copy,

We also collect your personal information from other people including referees, previous employers, professional registration authorities, and educational institutions, who may be in a position to provide us with information that we may use to assess your suitability to be placed in or continue in positions that you may be offered.

If you do not give us all or part of the information we need, we may be limited in our ability to locate suitable work for you and/or place you in work; and we might decline to represent you in your search for work or put you forward for particular positions.

Use of your personal information

We use your personal information for purposes including:

- assessment of your suitability for registration with us;
- validation of your resume, CV, 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;
- your performance appraisals;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- assessment of your ongoing performance and prospects;
- identification of your training needs;
- suggestions we may make to you, whilst you remain registered with us, for further training in connection with work of the type that you are seeking through us;
- any workplace rehabilitation in which you and we are involved;
- 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; and
- direct marketing activities.

Disclosure of your personal information

In order to carry out the above purposes, we may disclose your personal information to:

- potential and actual employers and clients of Litton Andrews;
- referees;
- a person who seeks a reference about you;
- 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 in Australia;
- our contractors and suppliers – for example, our IT contractors, internet service suppliers and database designers;
- a parent, guardian, holder of an enduring power of attorney (or similar authority) or next of kin whom we may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you;
- any parties to whom we are authorised or required by law to disclose information.

Disclosure of personal information overseas

We will not disclose your personal information to any recipient located overseas.

Access and correction of your personal information

You have the right to access the personal information that we hold about you, and to request an amendment if you believe that it contains inaccurate information.

Our Privacy Policy contains information about how you may seek access to, and correction of, your personal information.

How to contact us

If you have any queries about how Litton Andrews handles your personal information, please contact Cathy Litton or Sally Andrews during normal office hours which are 8am to 5pm (AEST), Monday to Friday.

T: 1300 434 133
E: admin@littonandrews.com
F: (07) 3831 8540