

At **Prytaneum** we have always regarded your right to privacy as being extremely important. In our business, it is necessary to collect a range of personal and sensitive information, and we have always been careful about how this information is used.

This document explains the type of information we collect and keep on record, how we use that information whilst protecting your right to privacy.

## What your personal information is:

Personal information is any information or an opinion (whether true or not) about you. 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 your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements. Personal information includes sensitive information.

## What sensitive information is:

Sensitive information is a special category of personal information. It is information or opinion about your:

- 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); and
- expressed wishes about the future provision of health services.

It includes personal information collected to provide a health service. Sensitive information can, in most cases, only be disclosed with your consent.



## How your information will be collected

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.

We collect information from you when you register your interest in one of our positions. This includes candidate contact information, educational and other qualifications, past employment history and work related skills. More detail is collected during telephone screening and interviews, and from referees whom the candidate has nominated and given us permission to contact.

This information is collected as a necessary part of our assessment of your suitability for positions we are recruiting for – both now and in the future.

Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative);
- we receive any complaint from or about you in the workplace;
- we receive any information about a workplace accident in which you are involved;
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved; and
- you provide us with any additional information about you.



## How we might use your information

Your personal and sensitive information may be used in connection with:

- 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; and
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

## Disclosure of Information

The information we collect is not disclosed to any other party unless requested by the individual (to a financial institution to support a loan application for example). Your personal and sensitive information may be disclosed to:

- potential and actual employers and clients of Prytaneum Consulting. It is our standard practice to seek your approval prior to sending any information to prospective employers;
- referees;
- 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;
- a Superannuation Scheme Manager;
- our contractors and suppliers – e.g. our IT contractors and database designers; and
- any person with a lawful entitlement to obtain the information.



## Do I have to give you this information?

If you do not give us the information we seek:

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work; and
- by registering with us you consent to Prytaneum Consulting gathering, holding and maintaining this information and for Prytaneum Consulting to use and disclose this information to prospective employers or others as necessary as set out in this document.

## 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.

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.

If you wish to exercise your rights of access and correction you should contact our office.