



ABN 56 465 099 042

Commercial Design Consolidated (NSW) Pty Ltd		Privacy Collection
Issue Date: 5 <sup>th</sup> March 2016	Version: CDCAPP 2b	Issuer: Jenny Havebond .

***We will need to collect personal information about you.***

Personal information may range from the sensitive (e.g. relevant medical history or criminal history) to the everyday (e.g. address and phone number). We may collect the 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.

**We will only collect information that is reasonably necessary for one or more of our tasks or functions or activities. We do not collect or use personal information for the purposes of unlawful discrimination. We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it. We do not routinely conduct criminal history checks, and only do so in order to obtain relevant criminal history with regard to particular jobs you are offered or for which you are shortlisted.**

***Who will be collecting your personal and sensitive information?***

Your personal information will be collected and held by **Commercial Design Consolidated (NSW) Pty Ltd ; Unit 11 82-86 Pacific Hwy St. Leonards** for its own use in connection with your work placements.

Your personal information may be held on portable devices such as portable backup hard drives.

***How to contact us***

If you wish to contact us about your personal information you should contact **Ms Jenny Havebond** during normal office hours which are 8:30 am to 4:30pm on 02 9439 2299

***Personal information about you that we collect from others***

We collect personal information about you from other people including referees, previous employers, professional registration authorities, 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 we reasonably believe that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety we are responsible, we may collect relevant personal information (including health information) that will allow us to manage that risk.

### ***Legal requirements for personal information***

Some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history) from you that is relevant to the position/s for which you may be applying. There may be cases where our duties of care or contractual duties require us to obtain and disclose certain types of personal information relevant to specific jobs.

When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.

### ***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;
- we may be limited in our ability to place you in work; or
- we might decline to represent you in your search for work or put you forward for particular positions.

### ***Your personal information may be used in connection with:***

- our assessment of your suitability for registration with us;
- the necessary validation (including from appropriate third party sources) of your resume, c.v., 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;
- our assessment of your ongoing performance and prospects;
- our 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;
- 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;
- any reference that we may give concerning your work;
- our statutory compliance obligations;

***Your personal information may be disclosed to:***

- potential and actual employers and clients of Commercial Design Consolidated (NSW) Pty Ltd
- referees;
- a person who seeks a reference about you;
- our professional advisors who are obligated to maintain confidentiality;
- 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, internet service suppliers and database designers, some of whom may be off shore;
- a parent, guardian, holder of an enduring power of attorney (or like 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 person with a lawful entitlement to obtain the information;

***Disclosure of your personal information to overseas recipients***

We are not likely to disclose your personal information to overseas recipients.

***You can gain access to your information to correct it if it is wrong***

Please see our [Privacy Policy](#) for further information upon how you can access your personal information to seek the correction of such information.

***Inquiries and Complaints***

Please see our [Privacy Policy](#) for further information on how you can make an enquiry or complaint about a breach of the Australian Privacy Principles, or a registered APP code, and how we will deal with such a complaint.

***Electronic Transactions***

We conduct transactions electronically as well as in hard copy and by face to face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the internet and you should take all appropriate steps to protect your personal information. Please see our [Privacy Policy](#) for further information.

## Consent

I, (\*) \_\_\_\_\_

of (\*\*) \_\_\_\_\_

will provide adequate personal information for identification purposes at time of registration. I have read and understood the content and effect of this Statement, and have been provided with a sufficient opportunity to read and understand the associated Privacy Policy. I voluntarily consent to:

1. personal information about me being collected by you as indicated above;
2. personal information about me being used as indicated above;
3. personal information about me being disclosed as indicated above;
4. engaging in electronic transactions concerning any matter connected with the purposes for which my personal information may be used or disclosed as indicated above.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

(\*) Given Name printed

(\*\*) Address printed