



Personal Data Protection Policy

Protecting your Personal Data

At Paramount Purchasing, protecting your data is important to us. We are committed to ensuring that your data is respected at all times. Paramount Purchasing complies with the Privacy Laws and the Information Privacy Principles as well as our existing obligations of Confidentiality. This policy explains how we collect personal information and how we maintain, use and disclose that information. It also provides some detail about your protection rights along with our general rights and obligations in relation to the personal information we keep on record.

What your Personal Data Is

Personal information is any information or an opinion or anecdotal comment about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. name, address and phone number). It may include the opinions of others about your work performance, your work experience and qualifications, aptitude and psychological assessment results and other information obtained by us in connection with your possible work placements.

Who will be Collecting your Personal Data

Your personal information will be collected by Paramount Purchasing for its own use and on behalf of other members of Paramount Purchasing, who might require access to your personal information in connection with your work placements.

How your Information will be Collected – Attending an Interview

Personal information will be collected from you directly when you attend an interview with one of our staff members. At this time you will complete our registration paperwork or any other information in connection with your application to us for registration.

Personal information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make with 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 a response from a job advertisement – either written, verbal or email
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- you provide us with any additional information about you.

How your Personal Data will be Collected

You can visit our web site and browse without the need to disclose any personal information. No attempt is made by Paramount Purchasing to identify users or their browsing activities.

If you visit the web site and register on-line for employment opportunities or, visit the Job Board site to apply for a position, we do collect some personal information about you, which you volunteer by filling in your details. The information required may include providing basic personal details such as your name, address, phone number and email address etc. You may also submit your resume. The information gathered at this point is stored in our database for retrieval and use by Paramount Purchasing staff only for the purposes for which it was intended. By submitting your personal information in this way, you acknowledge and accept our personal data protection policy.

When providing your payroll information, Tax File Number or submitting a timesheet, the information is transmitted directly to our payroll division, where it is only used for the intended purpose and is not disclosed to anyone outside the organisation.

We do not disclose any information that you provide through the Candidate Registration process, such as your name, address etc to any other organisation outside Paramount Purchasing, unless required to do so by law.

At times you may forward an email to us. The information collected through this email will only be used for the purpose for which you have provided it. Your details will not be added to our database, unless specified by you, nor will we disclose or use your information for any other purpose, than the intended purpose.

Your Personal Data will be Used for:

Your personal data may be used in connection with:

- your actual or potential work placements;
- checking your work rights status with any government department or body (or their agents);
- payment for work completed on a labour hire contract assignment
- follow up with you to offer you work or ascertain your availability for work
- 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 management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal information;
- to undertake directly or through agents criminal reference check with relevant government agencies.

Your Personal and Sensitive Information may be Disclosed to:

- potential employers and clients of Paramount Purchasing;
- professional referees;
- other staff members of Paramount Purchasing;
- our insurers and contracts advisors;
- any government department or body (or their agents) to verify your work rights status;
- any person with a lawful entitlement to obtain the information;
- prospective employers to use to verify suitability for employment.

We will advise you of our intentions and gain consent before we submit your personal information to our clients for possible work opportunities. We will contract you and gain express permission to promote your details for potential positions as a reverse marketing tool. Names are not disclosed and all contact with shortlisted candidates or those of interest, must be directed through Paramount Purchasing, as your agency representative.

If you do not provide the Information we seek on request:

- we may be limited in our ability to identify suitable opportunities matching your skills, experience and expectations;
- we may be restricted in our ability to place you in work.

How does Paramount Purchasing Protect the Security of your Information

We take all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification and disclosure.

We have a number of safety measures in place to protect your information. For example, your personal information is stored in secured offices and in computerised databases which require a log in and password to gain access. Access to the database is only available to those who require such access. All in house staff are bound by a Confidentiality Agreement regarding company, client and candidate information. Visitors to our premises are always accompanied by a member of staff for the duration of the visit and escorted to the interview room. Candidates and labour hire contract personnel do not have access to office areas displaying privileged and confidential information pertaining to work in progress, client details or names of registered candidates. This information remains strictly private and confidential.

We use secure methods to destroy or de-identify personal information as soon as the law permits and provided that the information is no longer needed by us. When you advise us that you are no longer looking for work opportunities and therefore do not wish to be registered with us, we will de-activate or archive your data base record and destroy your personal information, unless you advise us otherwise or unless it is a requirement by law such as retained tax/wages information.

You can Gain Access to your Information to Correct it if it is Wrong

If you are able to establish that personal 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.

External Sites

External sites that are linked to or from the Paramount Purchasing web site are not under our control and you are advised to review their Privacy Statement.

Users should note there are inherent risks associated with the transmission of information via the Internet and you should therefore make your own assessment of the potential risk to the security of your information.