

# RECRUITMENT PRIVACY POLICY

The Interact Group is a Generation Health business. Protecting your privacy and the confidentiality of your personal and sensitive information is important to us, as it is fundamental to the way we conduct business. The Interact Group is sensitive to privacy issues and treats very seriously the ongoing trust our clients have placed in us. You can be reassured that The Interact Group has best practice procedures in place for handling and protecting your private and sensitive information.



Version Date: 29 January 2018

## GAINING YOUR CONSENT

The Interact Group will provide you with a copy of this policy free of charge, and request your consent to us collecting, using and retaining personal and sensitive information.

## TYPES OF INFORMATION WE WILL COLLECT, STORE AND USE

The personal information collected, stored and used by The Interact Group for the purposes of assessing your employment candidacy may include, but is not limited to:

- Personal details including, but not limited to, name, address and contact information.
- Employment history including, but not limited to, details of skills, abilities, training undertaken, past and current employer details.
- Copies of qualifications and training records.
- Information that may minimise or mitigate business risks that may be inherent in any employment based relationship.

## HOW INFORMATION WILL BE COLLECTED

The Interact Group will collect personal information from you and persons you have nominated, including your referees.

This may include obtaining copies of records, verbal discussion and electronic copies of information.

## PURPOSE FOR COLLECTING YOUR INFORMATION

The Interact Group will only collect personal information that is reasonable and necessary for assessing your potential as a future employee. We require this information to guide our decision making. This information is necessary to determine your suitability to the role you have applied for and to our organisation; assess your suitability for any other or future positions vacant; ensure that our legislative, contractual and accreditation requirements can be met, and manage risks to our business and any opportunities that may be presented.

## CONSEQUENCES IF PERSONAL INFORMATION IS NOT COLLECTED

In some circumstances we may not be able to assess your suitability to our organisation and to the role you have applied for if we are not able to collect personal information.

## DISCLOSING YOUR PERSONAL INFORMATION

Your personal information, including sensitive information, will not be disclosed to anyone other than those parties you have consented to.

There may be some circumstances and exceptions, as permitted under the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and Privacy Act 1988, where your personal information may be disclosed.

The Interact Group will not disclose personal or sensitive information to overseas recipients.

## STORAGE OF YOUR PERSONAL INFORMATION

The Interact Group will store your personal and sensitive information securely and maintain its confidentiality. Access to your information will be restricted to authorised staff of The Interact Group.

## ACCESSING YOUR PERSONAL INFORMATION

If you would like to access or revise your personal and/or sensitive information you can contact the Manager to discuss this, or send a request via email to [privacy@interactgroup.com.au](mailto:privacy@interactgroup.com.au)

You are entitled to seek access to your personal and sensitive information and request correction of such information. Before access is permitted you will be required to establish proof of identity.

In some instances it may not be possible to provide you with complete access if the request relates to existing or anticipated legal proceedings, or if it would have an unreasonable impact on the privacy of others, or pose a serious threat to the health or life of any individual, and other circumstances set out in the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

The Interact Group will aim to respond to requests for access to and correction of personal information within 14 business days.

Where appropriate, your personal information will be provided, when requested in writing, in the manner that you have requested providing this is reasonable.

## COMPLAINTS

The Interact Group have a number of procedures in place to ensure your personal information is protected. However, should you wish to complain about a breach of the Privacy Act, The Australian Privacy Principles (APP) or a registered APP code (if any) that binds The Interact Group, please speak directly with the Manager of the office you are dealing with.

Alternatively you can email [privacy@interactgroup.com.au](mailto:privacy@interactgroup.com.au).

Please refer to our complaints policy to understand how we will deal with your complaint. In the event your complaint is not resolved by The Interact Group you can escalate the matter to:

Office of Australian Information Commissioner  
GPO Box 5218  
Sydney NSW 2001  
Ph: 1300 363 992



**THE  
INTERACT  
GROUP**  
WELLNESS STARTS HERE  
a generation health business