



COLLECTION STATEMENT - NATIONAL PRIVACY PRINCIPLES

Concept Engineering operates under National Privacy Principles as set out in Federal Privacy Legislation. The following collection statement details how information which you provide for Concept Engineering, will be used, who will handle that information and what you can do if you wish to access that information at some time in the future.

What you 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.

- Concept Engineering, do not charge a job seeker a fee for the purpose of finding the job seeker employment;
- Concept Engineering do not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly give misleading information to a job seeker about the nature of a position); and
- If a job seeker believes that. Concept Engineering has acted inappropriately, the job seeker may contact the Department of Fair Trading, for information on possible action that may be taken.

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);
- Expressed wishes about the future provisions of health services;
- Sensitive information can, in most cases, only can be disclosed with your consent.

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by Concept Engineering representatives and registration staff for its own use and on behalf-of other members of Concept Engineering who might require access to your personal and sensitive information in connection with your work placements.

The other members of Concept Engineering who may need to access your files are:

- Payroll and Administration Staff

How to contact us

If you wish to contact us about your personal or sensitive information you should contact our Administration and Registration Staff or the Concept Engineering Consultant with whom you have been dealing with.

Phone – (03) 9530-6433

Fax (03) 9530-8451

email: info@conceptengineering.com.au

Normal Office Hours: 8.30am - 5.00pm Monday to Friday

If you need to contact us about your personal or sensitive information urgently outside of business hours, you should contact our office telephone number and you will be provided with an emergency contact number.

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 with your application to us for registration.

Personal and sensitive information will be collected when:

- When we receive any reference about you;
- We receive results of enquiries that we may make of your former employers, work colleagues, professional associations or registration –body;
- We receive the results of any competency test;
- We receive performance feedback (whether negative or positive);
- We receive any complaint from or about you in the workplace;
- We receive 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.

Your information will be used

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

- Your actual or possible work placements;
- Your performance appraisals;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment (including medical tests and assessments) that you may 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;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Your personal and sensitive information may be disclosed to...

- Potential and actual employers and clients of Concept Engineering;
- Referees;
- Other members Concept Engineering;
- 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 and database designers;
- Any person with a lawful entitlement to obtain the 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.

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.

If you wish to exercise your rights of access and correction you should contact our reception/registration staff, the consultant with whom you are dealing or our Operations Manager who are all contactable on the phone and fax numbers listed above.

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. Where possible, we will action your request as soon as possible, but all requests will be processed within 7 to 14 days of the receipt of that request.