

Privacy Statement & Policy

As a valued customer of GAP Resource Management (GAP RM), Living Recruitment (LR) and 18fifty3 GAP Resource Management (18fifty3 GAPRM), Australia and New Zealand, your privacy is important to us. GAPRM and LR are committed to ensuring the appropriate and lawful collection, use, disclosure, correction, and storage of your personal information. This policy identifies what information we will collect and how we manage this process in accordance with the principles of the Australian Privacy Act 1988 (Cth) (*'the Act'*).

What is your personal and sensitive information?

Personal information is any information or an opinion (whether true or not) about you. This may include specific information about you such as your name, contact details, address, email address, telephone number etc; it may include more sensitive information such as any medical history and/or conditions. It may also include the opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information obtained by us about your possible work placements.

The Act defines 'sensitive information' as information about your (a) racial or ethnic origin; (b) political opinions; (c) membership of a political association; (d) religious beliefs or affiliations; (e) philosophical beliefs; (f) membership of a professional or trade association; (g) membership of a trade union; (h) sexual preferences or practices; or (i) criminal record. It also includes health information and genetic information.

Some of the information we seek to collect from you may be sensitive information. GAPRM, LR and 18fifty3 GAPRM endeavours to ensure that the personal and sensitive information we hold about you is accurate and up to date. If your personal and sensitive information does change, please contact us and we will update your details.

Collection of Information

Your personal and sensitive information will be collected by GAPRM, LR and 18fifty3 GAPRM for its own use, to assist in determining your suitability for work placements. The information you provide to us is done so on a voluntary basis. If you do not provide some of the information that we require we may be limited in the work opportunities that we are able to provide you.

How we may use and when we may disclose your personal information

Your personal and sensitive information may be disclosed or used by;

- Potential employers about specific employment opportunities
- Organisations that conduct competency and aptitude tests
- Referees
- Educational, professional and vocational organisations to verify your academic qualifications and;
- The Department of Immigration and Citizenship to verify your right to work in Australia and/or New Zealand
- The Australian Federal Police for police checks, should they be required by your potential employer – security clearance
- Any other external sources for medical health checks for insurance purposes

Should GAPRM, LR and 18fifty3 GAPRM engage external resources to perform services for us that involve having access to your personal and/or sensitive information, we will take all reasonable steps to ensure the use of any such information in this instance is used for the purpose for which is stated. By applying for a job advertised with GAPRM, LR and 18fifty3 GAPRM /providing GAPRM, LR and 18fifty3 GAPRM with your personal and sensitive information you are consenting GAPRM, LR and 18fifty3 GAPRM to pass on the information to any of the above listed.

Gaining access to the information we hold about you

Subject to some exceptions that are set out in the current Act, you have a right to request access to your personal and sensitive information that we hold about you.

There are circumstances in which we will deny access to your personal and sensitive information, such as where providing access would have an unreasonable impact upon the privacy of other individuals or the request for access is frivolous or vexatious. We may also deny access to your personal and sensitive information where providing access would reveal evaluative information generated within GAPRM, LR and 18fifty3 GAPRM about a commercially sensitive decision-making process. In these circumstances GAPRM, LR and 18fifty3 GAPRM may give you an explanation for the commercially sensitive decision rather than direct access to the information. For a list of the circumstances in which access to your personal and sensitive information may be denied, please refer to the Act.

Security of your personal information

GAPRM, LR and 18fifty3 GAPRM takes all reasonable steps to ensure the security of your personal and sensitive information. Your personal and sensitive information will be stored in hardcopy and electronically in a secure environment at our office premises. We will store your personal and sensitive information for a reasonable period necessary for us to provide services to you, after which time the information will be destroyed, in accordance with the Act. This means that if you choose to use our services in the future we will need to collect your personal and sensitive information again.

To prevent any unauthorised access to your information, GAPRM, LR and 18fifty3 GAPRM has installed computer and network security, password protection processes, anti-spy software and firewalls. Only authorised staff have access to the data file information. Hard copies of personal information are stored in secure locations to prevent any misuse of information.

GAPRM, LR and 18fifty3 GAPRM provides links and passes online applications to third party sites. The use of your information by these third-party sites is not within the control of GAPRM, LR and 18fifty3 GAPRM, and GAPRM, LR and 18fifty3 GAPRM assumes no responsibility or liability for the privacy policies of other internet sites, including those linked through GAPRM, LR and 18fifty3 GAPRM's own internet site.

Varying the Privacy Policy

GAPRM, LR and 18fifty3 GAPRM may vary this Privacy Policy. One week's notice of any variation will be provided on the GAPRM, LR and 18fifty3 GAPRM website, www.gaprm.com.au

Contact us

If you wish to contact us about your personal or sensitive information, or lodge a complaint, please notify the Company Directors, our contact details are:

Email: recruitmentandhr@gaprm.com.au
Telephone: +61 2 6282 7771
Post: Company Directors
GAP Resource Management, Living Recruitment and 18fifty3 GAP Resource Management
PO Box 222, Fyshwick ACT 2609

