

## PRIVACY COLLECTION STATEMENT

Your privacy is important

The following are considerations for you as regards to the privacy of your information.

### 1. COLLECTING YOUR INFORMATION

Construction People needs to collect personal and sensitive information about, and from you, in connection with your meeting with us. This information is for Construction People's use and will be accessed by Construction People's employees, agents or contractors in order to assist you.

#### **Sensitive information**

In addition to this Privacy Policy, the Privacy Act 1988 protects your sensitive information. Sensitive information includes health information. For example:-

- a) information regarding pre-existing health and medical conditions and injuries;
- b) information relating to equal opportunity;
- c) and information relating to professional memberships.

If we need to obtain this type of information, we will collect it from you directly or if we wish to collect it elsewhere, we will ask for your consent, except where otherwise permitted by law.

#### **How your information will be collected**

Personal and sensitive information will be collected from you when you attend a consultation, interview, submit your resume or take part in any psychological assessment or test. Personal and sensitive information will also be collected when we receive:

- any reference about you;
- results of inquiries that we might make of your former employers, work colleagues;
- educational institutions, professional associations or registration body;
- the results of any competency or medical test; performance feedback (whether positive or negative);
- any complaint from or about you in the workplace;
- any 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;
- you provide us with any additional information about you.

### **How your information will be used**

We collect, use and disclose your information for a number of reasons. This includes so we can:

- establish your identity and assess your requests for employment or services;
- assess whether you have the right to work in Australia, if you wish to work for us;
- assess whether you are suitable for any employment opportunities with Construction People, based on qualifications, experience, physical and mental health, among other things;
- contact you in relation to any employment, potential employment, training, financial services or career management opportunities with Construction People and any of our clients;
- enable our clients to contact you in relation to assignments, employment or potential employment opportunities;
- update and maintain accurate records with respect to your current availability for work;
- comply with any applicable legal obligations and assist government and law enforcement agencies or regulators;
- provide quotes, estimates and tenders for our services;
- administer our services and our role as an employer, including in relation to workers compensation claims;
- manage our relationship with you;
- manage our risks and identify and investigate any illegal activity;
- conduct and improve our businesses; and

- identify and tell you about other products or services that we think may be of interest to you. We may also collect, use and exchange your information in other ways where it is permitted;
- assessing or effecting your actual or possible work placement;
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- 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.

## **2. DIRECT MARKETING**

We may contact you in relation to new products and services and undertake direct marketing activities from time to time. If you do not want to participate in any of those activities or do not want to receive direct marketing from us, you can tell us that you wish to opt out of these direct marketing activities by contacting us at [admin@constructionpeople.com.au](mailto:admin@constructionpeople.com.au) or by following the instructions to 'opt out' when we contact you about our new product and services.

## **3. WHO DO WE EXCHANGE YOUR INFORMATION WITH?**

We will exchange your information between members of Construction People. This is done largely to ensure that we may provide an integrated approach to all of our clients, employees and other parties with whom we engage. All employees of Construction People may use this information for any of the purposes stated in the 'how your information will be used' section of this document.

### **Third parties**

To assist you effectively, we may also need to release certain appropriate information about you, having gained your express permission to third parties -

- potential and actual employers and clients of Construction People;
- referees;
- 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. people contracted to Construction People to assist in the nature of our work.
- any person with a lawful entitlement to obtain the information.

#### **4. HOW DO WE KEEP YOUR INFORMATION SECURE?**

We keep our records which contain your information on our premise or in a secure database.

We train and remind our staff of their obligations with regard to your information.

When we interact with you on the internet through our website and online services we generally use a variety of tools and systems to protect against unauthorised persons and viruses accessing our systems. This may include encryption processes, firewalls, virus scanning tools and intrusion detection systems. We also limit access to your information by requiring use of passwords. We generally only keep information for as long as required. For example, to be able to provide ongoing services and opportunities and to meet legal obligations and internal needs.

Reasonable steps are taken to ensure your personal information is protected from misuse, loss, unauthorised access, modification or disclosure. In the event that any personal information has been lost or subjected to unauthorised access, use, modification, disclosure or other misuse (Data Breach), Construction People will take all necessary steps to immediately contain & rectify the Data Breach and prevent the Data Breach from future reoccurrence. Where the Data Breach is deemed eligible and likely to result in serious harm, Construction People will take reasonable steps to notify you and provide you with relevant information in relation to the Data Breach.

#### **5. IF YOU CHOOSE NOT TO GIVE US THE INFORMATION WE SEEK**

Although all information that we ask for is purely voluntary if you choose to not provide the information we seek, we may be limited in our ability to assist you through the services we provide.

#### **6. ACCESSING YOUR INFORMATION**

You can gain access to your information by contacting our head office in Brisbane, via phone or email. Our staff in this office will then refer your request to the relevant person in our business who can assist you.

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. If we are unable to do so, you can provide us with a statement which states what you believe to be the case and we will put that on file.

In some cases we may impose an administrative charge for providing access to personal or sensitive information. We do not charge you simply because you lodge a request for access.

If you require access to psychometric results we will provide a trained psychologist to interpret the results that you have achieved through any psychometric assessment. In some instances this service will attract a charge pertaining to consulting time.

### **How long will it take to be given access to your information?**

We will make your information available as soon as possible but will try to do so within 30 days of your request. Before we give you the information, you may be required to establish your identity first.

### **Updating your basic information**

Given the type of services we provide, it is important that we have your correct details, such as your current address and telephone number. You can check or update your information by emailing or phoning our office on 07 3103 7777 or [admin@constructionpeople.com.au](mailto:admin@constructionpeople.com.au). You may also do this online by logging into our payroll system which can be found on our website.

### **Can you correct your information?**

If you believe we hold inaccurate information about you or have provided to others, you can ask us to correct the information by contacting any of our offices. If the information we correct has been provided by us to others, you can ask us to notify them of the correction. We will correct your information as soon as possible but will try to do so within 30 days.

### **What if we disagree about whether your information should be corrected?**

If we disagree with you about whether your information should be corrected, we will let you know our reasons. If this occurs, you can ask us to include a statement with the relevant information, indicating your view that the information is for example, inaccurate, misleading, incomplete, and irrelevant or out-of-date. Reasonable steps will be taken to comply with such a request.

## 7. REFUSING YOUR REQUEST FOR ACCESS

In some circumstances, we may deny your request to access your information, or otherwise limit the access we provide. We will only do this where we are legally permitted to do so. In such case, we will explain our decision to you.

## 8. MAKING A PRIVACY COMPLAINT

If you have any concerns about your privacy, you have the right to make a complaint. If you make a complaint, we will do everything we can to put matters right. To make a complaint, contact our office on 07 3103 7777 or [admin@constructionpeople.com.au](mailto:admin@constructionpeople.com.au).

We take complaints about privacy very seriously. We will review each complaint and will try to resolve the issue as soon as reasonably possible. We will also keep you updated on our progress in fixing the problem.

## 9. COOKIES

Cookies are text files that are downloaded to your computer or mobile device when you visit a website. As you browse, cookies gather information about your use of that website. They enable the site to learn your preferences and behaviour by sending the information collected back to the originating website each time you visit the site.

The aim of cookies is to enable the site to provide a more tailored experience to the user. Some types of cookies also perform essential functions to enhance the user's experience and the site functionality. There are a number of different types of cookies, including session cookies, persistent cookies, first and third party cookies, necessary cookies, functional cookies, social and tracking cookies.

### How we use cookies

Occasionally, we will use a combination of the various types of cookies on our website. Our use of cookies will depend on what part of our websites and online services you use and what functions you request of those sites and services.

For example, in order to measure the effectiveness of marketing campaigns (for example, banner advertising), there may be occasions where we allow third parties to collect analytical data from our site using their cookies.

Further, we may provide website visitor usage information to third party advertising servers (such as DoubleClick™) in order to target our online banner advertising on other sites. Again we do not allow the capture or transmission of any site usage information that can personally identify you.

Please note that these cookies do not capture information that leads to your personal identity being revealed.

### **How to delete or block cookies**

By checking your browser settings, you can control how cookies are used on your computer or device. In relation to third-party ad servers, or to learn more about not having this information used to target advertisements to you, please visit DoubleClick's website at <http://www.google.com/doubleclick>.

Please note that some of the cookies we use may be essential to ensuring privacy and protection of data and functionality. If you delete or block certain cookies, your experience on our websites and services may be affected. You may discover that functionality is limited or some parts of the website do not work at all.

## **10. CONTACT DETAILS**

To contact us, you can find all of our contact details on our website at the 'contact us' page <https://constructionpeople.com.au/contact-us/>.

Alternatively, you can contact our head office on 07 3103 7777.