

## Privacy policy

CCInternational Recruitment complies and adheres to the National Privacy Principles (NPP), outlined in the Privacy Act.

### Collection:

We are a Recruitment and Personnel Services provider and therefore must collect personal information in the Recruitment process only by lawful and fair means and not in an unreasonably intrusive way. It is therefore necessary that personal and sensitive information will be collected directly from you when you fill out and submit one of our registration forms either directly or via the CCInternational Recruitment website or through any other means of information gathering in connection with your application to CCInternational Recruitment for registration.

Personal and Sensitive information we receive might also be collected from the following areas, references and referees, former employers, work colleagues, professional bodies or associations, competency tests, medical history, performance appraisals, workplace information, professional and personal affairs.

Candidates providing information to CCInternational Recruitment do so voluntarily, the information may be saved in CCInternational Recruitment's records and the candidate might be contacted again after they have ceased their original relationship, by CCInternational Recruitment.

### Use & Disclosure:

**Your personal & sensitive information may be used in conjunction with:**

- Your actual or possible work placement;
- Your performance appraisals;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment (including medical) that you might be required to undergo;
- Our identification of your training needs;
- Any workplace rehabilitation;
- Our management of any inquiries requiring the disclosure of your personal and sensitive information and details;
- Marketing to our clients through all forms of media transfer.

Your information may be passed on to third parties as part of the recruitments process, by submitting your personal information to CCInternational Recruitment you are explicitly permitting us to disclose this information to the relevant third parties.



### **Data Security:**

#### **CCInternational Recruitment takes:**

- Reasonable steps to make sure that the personal information it collects, uses or discloses is accurate, complete & up to date.
- Reasonable care to protect the personal information it holds from misuse and loss from authorised access, modification or disclosure.
- Reasonable steps to destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed under Use and Disclosure.

### **Access & Correction:**

CCInternational Recruitment holds personal information about the individual and the individual is able to establish that the information is not accurate, complete and up to date, we will take reasonable steps to correct the information so that it is accurate, complete and up to date.

If the candidate and CCInternational Recruitment disagree about whether the personal information is accurate, complete and up to date, and the individual asks CCInternational Recruitment to associate with the information a statement claiming that the information is not accurate, complete or up to date, CCInternational Recruitment will take reasonable steps to do so.

A moderate charge for providing access to personal or sensitive information may be applicable, depending on the nature of the request.