



PRIVACY COLLECTION NOTICE

In the course of seeking you employment within HKM Solutions (the Business) we will need to collect personal information about you.

Personal information may range from the sensitive (e.g. relevant medical history or criminal history) to the everyday (e.g. residential address, email address and phone number). We may also collect the opinions of others about your work performance, your work experience and qualifications, your right to work in Australia, aptitude test results and other information in connection with your possible work placements.

We will only collect information that is reasonably necessary for the performance of our functions or activities. We do not collect or use personal information for the purposes of unlawful discrimination. We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it.

We do not routinely conduct criminal history checks and only do so in order to obtain relevant criminal history with regard to particular jobs you are offered or for which you are shortlisted.

If you only browse our website, we do not collect information that identifies you personally, though we may collect information related to your visit to our website.

See our [Privacy Policy](http://www.hkmsolutions.org) located on www.hkmsolutions.org for more information.

Who will be collecting your personal and sensitive information

Your personal information will be collected by HKM Solutions, ABN 29616237819, for its own use in connection with your work placements.

Your personal information will be held by HKM Solutions at our Head Office in Canberra, Australia or other offices as necessary. Your information will also be held via our recruitment software system for the purpose of your work placements. Some of your personal information may also be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by our staff members.

How to contact us

If you wish to contact us about your personal information, you should contact our Privacy Coordinator on 0414 267 937 during normal office hours (Monday to Friday, 9am to 5pm), or email to info@hkmsolutions.org.

Personal information about you that we collect from others

We collect personal information about you from other people including referees, previous employers, professional registration authorities and educational institutions, who may be in a position to provide us with information that we may use to assess your suitability to be placed in or continue in positions that you may be offered. We will also collect information from the Department of Immigration & Border Protection with regards to your right to work in Australia.



Privacy Collection Notice

If we reasonably believe that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety we are responsible, we may collect relevant personal information (including health and medical information) that will allow us to manage that risk.

Legal requirements for personal information

Some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position/s for which you may be applying.

The following Australian laws require or authorise our collection of personal information from you:

- *The Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth)*; and
- *Private Employment Agents (Code of Conduct) Regulation 2005 (Qld)*

There may be cases where our duties of care or contractual duties require us to obtain and disclose certain types of personal information relevant to specific jobs.

When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.

If you do not give us all or part of the information we need

If you do not give us all, or part of the information we need:

- 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; and/or
- We might decline to represent you in your search for work or put you forward for particular positions.

Use of your personal information

Your personal information will be used in connection with:

- Our assessment of your suitability for registration with us;
- The necessary validation (including from appropriate third party sources) of your resume, curriculum vitae (CV), nominated references, or stated qualifications, experience, right to work, training or abilities. Where we require third party validation we will tell you how we propose to obtain it;
- Your actual or possible work placement;
- Your performance appraisals;
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;
- Our assessment of your ongoing performance and prospects;
- Our identification of your training needs;



Privacy Collection Notice

- Suggestions we may make to you, whilst you remain registered with us, for further training in connection with work of the type that you are seeking through us;
- Any workplace rehabilitation in which you and we are involved;
- 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;
- Any reference that we may give concerning your work; and
- Our statutory compliance obligations.

Disclosure of your personal information

Your personal information may be disclosed to:

- Potential and actual employers, and clients of HKM Solutions;
- Referees;
- Government departments, including the Department of Immigration & Border Protection;
- A person who seeks a reference about you;
- 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 information technology (IT) contractors, recruitment software provider, financial software providers, internet service suppliers and database designers, some of whom may be off shore;
- A parent, guardian, holder of an enduring power of attorney (or like authority), or next of kin whom we may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you; and
- Any person with a lawful entitlement to obtain the information.

Our [Privacy Policy](#) contains information about how you may access personal information that is held by us and seek correction of that information.

Access, Correction and Complaints

You have a right to access and correct personal information. Our [Privacy Policy](#) contains information about how you may access the personal information we hold on you, and how you may seek correction of the information.

Should you wish to be removed from our recruitment software system, we will duly make you Inactive and no longer contact you about prospective roles. Information that we have no present need for will be removed from the database. However your resume will remain on our database as it is linked to our record keeping processes and the manner by which our recruitment software operates.

You have a right to complain about our handling of your personal information if you believe that we have interfered with your privacy and breached the Australian Privacy Principles. Our [Privacy Policy](#) contains information about how you may lodge a complaint and how we will handle the complaint.



Electronic Transactions

An important method of our business is via the Internet. As such we conduct transactions electronically as well as in hard copy, via the phone and by face-to-face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the Internet in the search for your employment. You should take all appropriate steps to protect your personal information.

References

- Privacy Policy
- Direct Marketing Policy
- Electronic Transactions
- Privacy Complaint Handling
- Data Security

Name	
Signature	
Date	