

Commercial Design Consolidated (NSW) Pty Ltd Privacy Policy

Commercial Design Consolidated (NSW) Pty Ltd recognises the importance of protecting the privacy of information provided by users of our services. The following policy conforms to the requirements of the National Privacy Principles established in the Privacy (Private Sector) Amendment Act 2000.

What type of Personal Information does Commercial Design hold?

Personal information that we collect and hold is as follows:

- Candidate information submitted or obtained from the candidate and other sources in connection with applications for work
- Information relating to work performance
- Information about incidents in the workplace
- Information submitted or obtained in relation to absences from work due to leave, illness or other causes

Purposes for Which We Hold Personal Information

We hold personal information for the placement of permanent and contract staff

There is a requirement on the information provider to ensure that the information is accurate, complete and up-to-date.

Disclosures

We keep the personal information disclosed to us secure. Generally we will only disclose such information to responsible third parties after permission is obtained from the information provider.

The information you submit to Commercial Design is used only for the purpose stipulated at the time the information is collected. Commercial Design is required by law not to reveal, disclose, sell, distribute, rent, license, share or pass on to any third parties, any personal information that you may have provided to us unless we have your express consent to do so.

Exceptions to this include:

- Where there are reasonable grounds to believe that disclosure is necessary to prevent a threat to life or health; and;
- Where Commercial Design is required to provide information in response to Subpoenas or Warrants or other legal process,

Access

You have the right to gain access to the information submitted to us as part of your job seeking application at any time. To access the information that we have stored, please contact:

Commercial Design Consolidated (NSW) Pty Ltd
Attn : Ms Jenny Havebond
63-65 Chandos St.
St.Leonards NSW 2065
Ph: 029439 2299

We may however refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

You should anticipate that it might take a little time to process your application for access, as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.

Your Rights As A Candidate

- that the employment placement service must not charge a job seeker a fee for the purpose of finding the job seeker employment
- an employment placement service must 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 giving misleading information to a job seeker about the nature of a position); and

If a job seeker believes that an employment placement service has acted inappropriately, the job seeker may contact the Department of Fair Trading for information on possible action that may be taken

More Information About Privacy

Visit the Australian Federal Privacy Commissioner's website for more information.

Please sign and have witnessed the attached form and return to Commercial Design PO Box 209 St.Leonards 1590

Regards
Ron Goulding

CONSENT FORM

Name:

Address:.....
(who can be identified by presentation of Drivers License or Passport etc)

consent to collection, use and storage of my Resume and gathered information.

- I will provide adequate personal information for identification purposes at time of registration with Commercial Design.
- I authorise the use of my Resumes and all information gathered in pursuant of establishing a candidate profile.
- I authorise a Commercial Design Consultant to collect information for the sole use by Commercial Design Consolidated (NSW) Pty Ltd.
- I authorise the use of all gathered information and the disclosure of information in the persuance of a job placement either permanent and /or contract.
- I understand that the source of information gathered has anonymity in all cases.
- I will not be referenced at my current place of employment unless I supply separate authority to do so.

I have read and understood each of the statements in this Privacy Statement and voluntarily consent to information gathering and to its use !

DATE:.....

SIGNED.....

WITNESS.....

PRINT WITNESS NAME AND ADDRESS.....

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