

# **Blake Oliver Consulting Privacy Policy**

BLAKE OLIVER

Blake Oliver Consulting manages personal information in accordance with the Privacy Act 1988

and Australian Privacy Principles (APP). This policy applies to information collected by Blake Oliver Consulting.

Blake Oliver Consulting is committed to protecting the privacy and personal information of our clients.

As this policy is intended to meet the needs of the range of people who come in contact

with us, some information may not be seen as relevant by all people.

## **Kinds of information collected and held**

Personal information that we collect and hold is information that is reasonably necessary for

the proper performance of our functions and services and may differ for various clients. We

do not collect personal information if we have no present need for it. Wherever possible

Blake Oliver Consulting will try to collect this personal information directly from you

**Information may include (but not limited to) the following:**

- contact details such as name, address, telephone number, email address, date of birth, licence details
- education and qualifications
- resume and application information
- work performance information e.g. reference checks
- police check clearances
- Australian work rights or visa credentials
- Payroll details

Sensitive information has a particular definition under the Act to which higher privacy standards apply.

Sensitive information includes racial or ethnic origin, affiliations or beliefs, criminal record, financial status, health or disability.

Generally Blake Oliver Consulting does not collect sensitive information; the exception being any information that the job seeker thinks will assist Blake

Oliver Consulting in placing a job seeker into employment. We will collect and manage this information in accordance with the APP.

**Name:**

**Signature:**

**Date:**

## **Access & Correction**

Subject to some exceptions set out in privacy law, you can gain access to your personal information that we hold to ensure that it is accurate, complete and up to date.

For security purposes, individuals may be asked to put their request in writing and may need to verify their identity before information is released. We will respond to your request for access within 14 days.

We may refuse to provide you access to records if there is a basis for the refusal under other legislation which could include:

- Records containing information about another person
- Information provided by third parties ie evaluative opinion material obtained
- confidentially in the course of our performing reference checks
- That giving access would pose a serious threat to the life, health or safety of any
- individual
- Deemed frivolous or vexatious
- Information relates to legal proceedings
- Giving access would be unlawful.

If you find that personal information that we hold about you is inaccurate, out of date,

incomplete, irrelevant or misleading, you can ask us to correct it by contacting us.

We will take such steps as are reasonable in the circumstances to correct that information

to ensure that, having regard to the purpose for which it is held, the information is accurate,

up to date, complete, relevant and not misleading.

If we have disclosed personal information about you that is inaccurate, out of date,

incomplete, irrelevant or misleading, you can ask us to notify the third parties to whom we

made the disclosure and we will take such steps (if any) as are reasonable in the

circumstances to give that notification unless it is impracticable or unlawful to do so.

By signing this I declare I agree to and understand all information provided about the privacy of my personal information.