

## 1.0 Introduction

Momentum is committed and respects the privacy of the personal information gathered by applying high standards of privacy practices in accordance with the applicable legislation.

At Momentum, your privacy is important to us. We are committed to ensuring that your privacy is respected and maintained at all times. Momentum complies with the Privacy laws and the Australian Privacy Principles (APP) as well as our existing obligations of confidentiality.

The Privacy Policy sets out the practice we apply when collecting your personal information and how we maintain, use and disclose that information. It also provides some detail about your privacy rights along with our general rights and obligations in relation to the personal information we keep on record.

## 2.0 Purpose

### 2.1 Scope

2.1.1 This policy applies to all employees of Momentum, including permanent, temporary and casual workers across Australia. This policy continues to apply to workers on-hired at host employer's workplaces wherever that may be.

### 2.2 Responsibilities

2.2.1 Managing Director is responsible for approving this policy.

2.2.2 The Operations team is responsible for the establishment of this policy.

2.2.3 All employees of Momentum, including permanent, temporary, casual and contractor workers are responsible for adhering to this policy.

## 3.0 Definitions

**Personal Information:** Any information or opinion about you, this includes information regarding your contact details, birth date, references.

**Sensitive Information:** Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

## 4.0 Policy Statement

4.1 Momentum is committed to protecting your rights to privacy.

4.2 Personal and sensitive information is used only for the purpose of employment.

4.3 Permanent, temporary and casual workers have the right to access their personal information held by Momentum.

4.4 Permanent, temporary and casual workers are responsible in ensuring that their personal details are up to date and are required to advise of any changes to their information within a timely manner.

4.5 When obtaining employment through Momentum, personal records and information becomes part of either our employment records or those of our clients, as applicable.

4.6 Employment records are governed by industrial legislation and are the property of Momentum.

4.7 In compliance with APP2 – you are not obliged to provide us with your personal information for your general enquiries. However, it can be necessary due to the nature of recruitment that it be disclosed in order to provide the information or action required.

## 5.0 What personal information may include

5.1 Personal information means information concerning you and your employment history. This includes;

5.1.1 contact details

5.1.2 employment history

5.1.3 references

5.1.4 work experience or performance

5.1.5 results of skills

- 5.1.6 occupational or psychological testing, and;
- 5.1.7 any other information obtained by Momentum to place you in appropriate employment.
- 5.2 Personal information may include sensitive information, such as information or opinion about any criminal records or health issues. We generally do not seek to collect such information although sometimes it may be important to a particular position. Sensitive information in most cases may only be collected and disclosed with your consent or if required by law.

## **6.0 What is sensitive information?**

- 6.1 Sensitive information is a special category of personal information. It is information or opinion about your:
  - 6.1.1 Racial or ethnic origin; Political opinion; Membership of a political association or religious beliefs, affiliations or philosophical beliefs;
  - 6.1.2 Membership of a professional or trade association or membership of a trade union;
  - 6.1.3 Sexual preferences or practices; Criminal record; Health or disability (at any time);
  - 6.1.4 Expressed wishes about the future provision of health services.
  - 6.1.5 It includes personal information collected to provide a health service.
  - 6.1.6 Sensitive information can, in most cases, only be disclosed with your consent. We do not actively seek to collect sensitive information unless it is necessary for our business purposes. If we are required to collect sensitive information, we do so in accordance with the Australian Privacy Principles.

## **7.0 How personal information is collected**

- 7.1 Momentum obtains information from you directly:
  - 7.1.1 when you submit a resume
  - 7.1.2 when you complete an application form
  - 7.1.3 during your interview
  - 7.1.4 each time we have contact with you
  - 7.1.5 when or before we collect information, we will take reasonable steps to inform you of:
  - 7.1.6 the purpose for which the information is collected
  - 7.1.7 where applicable, any law requiring information to be collected
  - 7.1.8 the main consequences if all or part of the information is not provided
  - 7.1.9 we may approach your referees, former employers, colleagues, professional or representative organisations and employment or labour hire agencies, and;
  - 7.1.10 your personal information may be collected from the results of medical, competency and psychological testing, workplace performance appraisals, records of workplace injuries or workplace accidents in which you are involved, certificates of educational qualifications and reports from insurance or criminal investigations.

## **8.0 Purpose for which we hold personal information**

- 8.1 We primarily hold personal information for the following:
  - 8.1.1 Placement operations – to assist you in finding a suitable position
  - 8.1.2 Recruitment – career guidance and management
  - 8.1.3 Staff management – to enable consultants to better service your career requirements if you are employed by Momentum on a temporary or contract basis
  - 8.1.4 Training – to identify any training requirements
  - 8.1.5 Client and business relationship management – to ensure we are familiar with and fully understand your needs, and;
  - 8.1.6 Marketing – to inform you of events, services and possible job opportunities.

## **9.0 Disclosure of your personal information**

- 9.1 Your consent to these disclosures is understood to be given when you submit your personal information to Momentum. Your consent allows us to disclose or use your information for any reasonable purpose related to your potential employment placement as contemplated by this Privacy Statement.
- 9.2 How your personal information may be disclosed:
  - 9.2.1 potential employers and/or agents acting on their behalf
  - 9.2.2 our contractors and suppliers

- 9.2.3 your referees, former employers, colleagues
- 9.2.4 professional or representative organisations
- 9.2.5 employment or labour hire agencies
- 9.2.6 insurers, and;
- 9.2.7 any person with lawful entitlement to obtain the information
- 9.3 Our ability to assist you with employment may be affected if you decide not to provide certain personal information, for whatever reason.
- 9.4 If you are employed in a temporary or contract position, we will require you to provide your tax file number; superannuation details and banking details, in order for us to pay you, process your superannuation and deduct the relevant taxes.

## **10.0 Data quality**

The personal information collected from you at the time of your application for employment and interview is assumed by Momentum to be accurate, complete and up to date. If at any time you believe this personal information is no longer accurate, complete or up to date please advise us so that we may correct and/or update it.

## **11.0 Data Security**

We have taken all reasonable steps to protect your personal information from misuse; loss or unauthorised access. We store your personal information in computers and paper-based files and other records. These facilities and records are located at our premises which are secured by coded security access, computer records are secured by password access and paper-based files are secured under lock and key at all times.

In accordance with legal requirements, we destroy your personal information when it is no longer needed. The period of time your information is held by us is in accordance with government legislation. At the end of the relevant time period, the information will be securely destroyed in line with Momentum's policies and procedures.

## **12.0 Accuracy of your personal information**

Momentum endeavours to ensure that the personal information it holds is accurate and up to date. We realise that information changes frequently with changes of address and other personal circumstances. We generally update your customer information over the telephone. Please advise your consultant when your personal details change.

## **13.0 Policy Reviews**

Momentum review Policies and the Procedure yearly. We may amend the Policy and Procedure outside of this period to ensure their currency with respect to relevant legislation and other relating Policies and Procedures for effectiveness and operation of the Policy and Procedures.

## **14.0 Breaches**

Momentum treats breaches relating to this Policy seriously, any potential breaches to this policy will be investigated.

## **15.0 Policy Information**

<b>Related Documentation</b>	Recruitment and Selection Policy
	Quality Management Policy
<b>References</b>	<i>Privacy Act 1988</i> (Privacy Act)
<b>Contact</b>	Operations
<b>Approved by</b>	Managing Director