

AMALGAM RECRUITMENT PRIVACY STATEMENT

By registering with Amalgam Recruitment and submitting a Registration for Employment I confirm that I want Amalgam Recruitment to represent me, and consent and agree to the following:

- I confirm that Amalgam Recruitment will use this information to assist in finding and maintaining suitable work placement for me
- I confirm that I give my consent for Amalgam Recruitment to alert potential employers as to my availability (which includes but is not limited to forwarding my CV)
- I confirm that I give my consent for Amalgam Recruitment to send my CV to potential employers (and any other required recruitment documentation on my behalf) should a vacancy arise that Amalgam Recruitment think would be of interest to me
- I permit Amalgam Recruitment to request and obtain professional references and to collect and use my personal information for recruitment purposes in accordance with Amalgam Recruitment's Privacy Statement – Collection and Use of Personal Information. *Please note*, our agency will not contact your professional referees without your prior knowledge
- I declare all information I provide to Amalgam Recruitment is true and correct and that I will notify Amalgam Recruitment immediately should I become aware that any information I supply is inaccurate or otherwise misleading. I am aware that Amalgam Recruitment will rely upon the information supplied by me to determine which work I am capable of undertaking.

Collection and Use of Personal Information

Amalgam Recruitment collects personal information from yourself and third parties (such as referees, past employers, professional or registration bodies). Such information may include:

- Personal details such as address and contact details
- Work experience, qualifications, aptitude test or competency test results
- Current and past performance feedback
- Relevant medical history or information about any workplace accidents in which you were involved
- Relevant information from insurance investigations, professional disciplinary or registration matters or litigious or criminal proceedings or inquiries.

Generally, we will (unless otherwise required or authorised by law) only disclose your personal information to third parties for the purposes mentioned above, for related purposes, or to ensure your safety, health and well-being at work. We may consult with you before disclosing your medical details with a client.

Privacy Policy Acceptance

- By registering with Amalgam Recruitment and submitting this Registration for Employment, I agree to Amalgam Recruitment's Privacy Statement - Collection and Use of Personal Information
- Amalgam Recruitment will only use the personal information collected for one or more of its functions or activities. Amalgam Recruitment will collect personal information only by lawful and fair means and not in an unreasonably intrusive way.
- Amalgam Recruitment will only disclose a candidate's personal information when it is directly related to the primary purpose of collection, and with their permission. Amalgam Recruitment relies on the personal information it collects, uses and discloses, to be complete, up-to-date, accurate and truthful from the applicant. Amalgam Recruitment takes reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure.

Amalgam Recruitment fully adheres to the National Privacy Principals. For more information on the National Privacy Principals please visit www.privacy.gov.au/publications/npps01.html#d