



## LO-GO APPOINTMENTS COLLECTION STATEMENT

We do not collect personal or sensitive information unless it is necessary for the performance of our tasks or functions.

### **What your personal information is**

Personal information is any information or opinion about you. It may include relevant medical history, criminal history, the opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements.

Personal information includes sensitive information as defined in the privacy legislation. It could include, for example relevant information obtained lawfully via criminal history check. Under privacy laws we only collect information if it is necessary for the performance of one or more of our tasks or functions, and subject to the expectations set out in privacy laws, we would not collect sensitive information without your consent.

We do not collect or use personal information for the purposes of unlawful discrimination. We do not routinely conduct criminal history checks unless it is in regards to a particular job offer or for a position you are shortlisted for.

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

### **Who will be collecting your personal and sensitive information**

Your personal and sensitive information will be collected by LO-GO Appointments, 21 Nicklin Way, Minyama QLD 4575 and on behalf of other members of the Local Government Appointments Group including:

- Local Government Appointments NSW, Suite 1, Level 4 507 Kent Street Sydney NSW 2000
- LO-GO Appointments WA, Suite 3, 74 Hay Street, Subiaco WA 6008.

### **How to contact us**

If you wish to contact us about your personal or sensitive information you should contact the General Manager on (07) 5477 5433, during normal office hours which are 8.30am - 5.00pm Monday to Friday.

### **How your information will be collected**

Personal and sensitive information will be collected from you directly when you fill out and submit our registration forms or any other information in connection with your application to us for registration. It is your responsibility to ensure this information is current and correct. Personal and sensitive information may be collected from:

- Referees
- Previous Employers
- Professional Registration Authorities
- Educational Institutions
- Criminal History Checks
- Department of Immigration and Border Protection

who may be in a position to provide us with information that will be used to assess your suitability for positions.

If we believe that a particular position might present a risk to your health and safety or to the health and safety of others, we may collect relevant personal information including health information that will allow us to manage the risk.

### **Your information will be used**

Your personal and sensitive information may be used in connection with:

- Our assessment of your suitability for registration with us
- Validation of your resume, nominated references, qualifications, experience, training and abilities

- Your actual or possible work placement
- Your performance appraisals
- Our assessment of your ongoing performance and prospects
- Any test or assessment (including medical tests and assessments) that you might be required to undergo
- Our identification of your training needs
- Any workplace rehabilitation
- Our management of any complaint, investigation or inquiry in which you are involved
- Any insurance claim or proposal that required disclosure of your personal or sensitive information
- Our statutory compliance obligations
- Any reference that we may give concerning your work.

**Your personal and sensitive information may be disclosed to...**

- Potential and actual employers and clients of LO-GO Appointments
- Referees
- 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
- Any person with a lawful entitlement to obtain information
- A person who seeks a reference about you
- Other members of the Local Government Group
- Educational Institutions
- Government bodies, e.g. Department of Child Support, Australian Taxation Office;
- A parent, guardian, power of attorney or next of kin when consent is required or notification is to be given and it is not practicable to obtain it from you or give it directly to you.

**If you do not give us the information we seek**

If you do not give us the information we seek we may be limited in our ability locate suitable work for you.

**You can gain access to your information**

Subject to some exceptions which are set out in the Australian Privacy Principle 13, you have the right to see and have a copy of personal and sensitive information about you that we hold.

If you wish to exercise your rights of access and correction you should contact the General Manager. All requests to access personal and sensitive information must be in writing and we will require you to provide verification of your identification prior to releasing personal and sensitive information.

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**Consent**

I, \_\_\_\_\_

consent to the collection, use and storage of my personal and sensitive information and have read and understood the statements outlined in the Collection Statement.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date