

MMS RECRUITMENT WA

PRIVACY POLICY

Our Privacy Policy serves to ensure that MMS Recruitment WA complies with its responsibilities as set out in the National Privacy Act 1988 and, as it may be amended from time to time. Further, within the terms of the aforesaid Act, to ensure information is provided as and may be required only to those persons who are lawfully entitled to have access to any such information.

Personal Information That We Might Hold

Information submitted and obtained from Candidates during the enquiry and selection process and from other sources in connection with enquiries and/or applications for employment either with MMS or with clients of MMS, including but not limited to:-

- Employment history generally
- Prior/current employment performance
- Information concerning accidents/incidents in the workplace
- Information disclosed and obtained in relation to absences from work
- Information disclosed and obtained to assist MMS in managing clients, candidates and our ongoing business relationships

The Purposes for Which We Might Hold Personal Information

In order for MMS to professionally manage the expectations of our clients and candidates, we collect and retain personal information for the following reasons:-

- ❖ The recruitment process generally
- ❖ Candidate reference checks and placements
- ❖ Personnel selection and human resource management
- ❖ Personnel training and development
- ❖ Client and business relationship management
- ❖ Marketing and business development
- ❖ Statutory requirements as necessary

When We Might Disclose Personal Information

We may disclose your personal information for the purpose it was originally collected, for a related secondary purpose such as for the future dealings with either client or candidate or as required for any other lawful purpose where we have a legal duty to do so.

- Candidates will be informed of all stages during the enquiry and selection process when their personal information may be collected and stored, and in what manner and by what means the information is used and disclosed
- Candidates can expect all personal information held on their file by MMS to be accurate and confidential
- Candidates, on the approval by MMS of a written request, may have access to all personal information pertaining to them that is held on file by MMS having regard to the time period specified by the record keeping periods the Employment Agent Regulations stipulate
- Candidates can have the contents of their file fully explained to them
- Candidates are able to take copies of the contents of their file, whether handwritten or by photocopy provided that the information pertains to them
- Candidates can request amendments to their personal information if they feel what is on record is incorrect and provided the error or omission is relevant

Will Third Parties Ever Have Access To Personal Information

From time to time by necessity, third parties such as IT Contractors and Database Support Personnel may have access to our facilities for storing personal information.

- All third parties of this nature are required by MMS to provide a written undertaking that their activities will be limited to the specific task they are contracted to carry out
- Prior to commencing work all third parties are advised they are not permitted to review sensitive and/or personal information without the express permission of MMS and limited by necessity to the performance of their work

How Can You Gain Access To Your Personal Information

Subject to any specific exclusion as set out in the National Privacy Act, you can gain access to the personal information that we hold about you.

- ❖ If you want to obtain access to your personal information you should contact our Privacy Coordinator in the first instance who may request a written application for access from you.
- ❖ You must be able to verify your identity
- ❖ If it will interfere with the privacy rights of any other persons or if a breach of any confidentiality attaching to the requested information is likely to result, we may refuse or place limitations on your request for access to the extent that it is lawful for us to do so
- ❖ We may impose a moderate charge to provide you with access to your records. Our Privacy Coordinator will discuss any necessary charges with you at the time of your enquiry
- ❖ You should anticipate it could take us a little time to process your application for access to your personal information as there may be a need to retrieve information from our files and review the contents to determine what may be provided to you

How Do You Enquire Or Make A Complaint About Our Privacy Policy

If necessary, you can make enquiries or complaints about our privacy policy during normal office hours to our Privacy Coordinator whose contact details are:-

Mr Nick Rogers

General Manager

MMS Recruitment WA

Telephone: (08) 9221-9265

Facsimile: (08) 9467-9130

Email:

info@mmsrecruit.com.au (for recruitment enquiries)

applications@mmsrecruit.com.au (for applications)

mmsbusiness@inet.net.au (for business services enquiries)

Office Hours: 09:00 – 17:00 Monday to Friday (excluding public holidays)

You can also make complaints to the Office of the Federal Privacy Commissioner.

The logo for MMS Recruitment WA, featuring the letters 'MMS' in a large, bold, sans-serif font. The letters are a light purple color and are set against a background of a large, stylized shield or crest. The shield is also light purple and contains a white graphic of a person's head and shoulders, with the person's arms raised in a 'V' shape. The shield is positioned on the left side of the page, and the 'MMS' text is to its right.