

PERSONAL INFORMATION COLLECTION PROCEDURE

1. Purpose

The objectives of this procedure is to

- specify the principles governing Hotelstaff use and collection of personal information

2. Scope

This procedure is applicable to all employees, contractors and subcontractors of Hotelstaff Pty Ltd, HS Personnel Australia Pty Ltd and all subsidiaries ('Hotelstaff').

This policy applies during all hours of work at Hotelstaff as well as outside of working hours when dealing with colleagues and clients of the organisation including social engagements.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version.

3. Definitions

Personal Information	Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. address and phone number). It would include the opinions of others about your work performance (whether true or not), 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.
Sensitive Information	Sensitive information is a special category of personal information. It is information or opinion about your: <ul style="list-style-type: none">• Racial or ethnic origin;• Political opinion;• Membership of a political association or religious beliefs, affiliations or philosophical beliefs;• Membership of a professional or trade association or membership of a trade union;• Sexual preferences or practices;• Criminal record• Health or disability (at any time);

4. Policy Statement

See: Hotelstaff Policy, Privacy

5. Procedures

Hotelstaff is committed to protecting the privacy of the information that you give to us. This document briefly explains how we collect, use and disclose your personal information for our recruitment and labour hire business.

5.1. Who will be collecting your personal and sensitive information?

Your personal and sensitive information will be collected by Hotelstaff for its own use in connection with your work placements.

5.2. How will your personal and sensitive information be collected?

Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration.

Personal and sensitive information will also be collected when:

- We receive any reference about you;
- We receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- We receive the results of any competency or medical test;
- We receive performance feedback (whether positive or negative);
- We receive any complaint from or about you in the workplace;
- We receive any information about a workplace accident in which you are involved;
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- You provide us with any additional information about you.

5.3. How will your personal and sensitive information be used?

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

- 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 requires disclosure of your personal or sensitive information.

5.4. Who may your personal and sensitive information be disclosed to?

Your personal and sensitive information may be disclosed to:

- Potential and actual employers and clients of Hotelstaff
- Referees;
- Our insurers;
- A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- A government department that has a proper interest in the disclosure of your personal and sensitive information;
- A worker's compensation body.

5.5. What if you do not provide us with the information we seek?

If you do not give us the information we seek:

- We may be limited in our ability to locate suitable work for you;
- We may be limited in our ability to place you in work.

5.6. Can you gain access to your information to correct it if it is wrong?

Subject to some exceptions which are set out in the National Privacy Principles (Principle 6 – Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up to date, we will take reasonable steps to correct it so that it is accurate, complete and up to date.

If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up to date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up to date.

If you wish to exercise your rights of access and correction, you should contact our Managing Director or delegate.

In some cases, we may impose a charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

5.7. How do you consent to this procedure?

Your signature on the "Hotelstaff Candidate Application Form" will confirm consent to the collection, use and storage of your personal and sensitive information.

6. Guidelines

See: Hotelstaff Policy, Privacy

7. Related Documents and Further Information

See: Hotelstaff Policy, Privacy

8. Revision History

Effective	Version	Amendment
01/07/2014	1.0	- Initial
07/05/2018	1.1	- Reformatted
28/05/2019	1.2	- Review – No Change, Reformatted
01/06/2021	2.0	- Reformatted

9. Document Information

Effective	Version	Authorised
01/06/2021	2.0	SZPRINC, Nathan
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