

Privacy Policy – Guard Force

National Privacy Principles

The National Privacy Principles established by the **Privacy Act 1988** apply to Guard Force.

Our Commitment to your Privacy

This statement has been created because your privacy is important to us. We value your right to a professional service and we are committed to ensuring the privacy of your personal information.

This policy outlines how your personal information is managed by Guard Force in accordance with privacy legislation and explains:

- How your personal information is collected and used
- The purposes for which we hold your personal information
- How your personal information is disclosed
- How to gain access to information that we hold about you
- Your right to make inquiries and complaints

Collection of Personal & Sensitive Information

Personal and sensitive information will be collected from you in order to facilitate the placement process of assisting you in finding employment or to provide you with potential career opportunities.

Personal information is information or an opinion (whether true or not) that can be used to identify you, and may include information such as your name, address, contact phone & email, date of birth, career history, referee opinions and performance based appraisals.

Personal information also contains sensitive information as defined in privacy legislation. It could include, for example, information about your health, race, sexual preferences, criminal history, or religious beliefs. Guard Force will not disclose your sensitive information without your consent.

Purposes for which we hold your personal information

We primarily hold your personal information for the following reasons:

- To provide you with information regarding potential employment opportunities
- To assess your suitability for potential Guard Force clients in relation to employment opportunities
- Providing services to you (job based opportunities / marketing)

Disclosures – When do we disclose your personal information?

We may disclose your personal information for the purposes for which it is primarily held, or for a related or ancillary purpose such as providing you with one of our services. To assist you effectively, we may disclose your personal information to:

- Potential and prospective employers / clients
- Referees
- 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 the information
- Depending on the circumstances, to the Australian Federal Police to verify whether you have a criminal record
- To educational or vocational organisations to the extent necessary to verify your qualifications
- Our insurers, accountants, auditors and lawyers

Gaining access to your personal information

Subject to some exceptions applied under the law (Privacy Act 1988), you have a right to view and obtain a copy of the personal and sensitive information that we hold about you. If you notify us, and are able to establish that the personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct our records.

How to contact us

You can gain access to the personal information we hold about you by written request. For security reasons, proof of identity and a written request to our Privacy Officer is required. General enquiries can be made by telephone, fax or mail to the following:

Privacy Officer

Guard Force
Level 6, 11 York Street
Sydney, NSW 2000
Phone: +61 2 8002 0231
Fax: +61 2 8002 0240

Your request will be dealt with in an efficient and timely manner. You should however, allow a reasonable period to process your application as access to information requires formal retrieval from secure storage, and sufficient time to adequately review information in order to determine what may be provided. Please note that you may be liable to a moderate charge for specific services. Our Privacy Officer can discuss this further with you.

When can access to your personal information be denied?

Access to your personal information may be denied if:

- Your request is not related to your own personal information
- Providing access would pose a serious and imminent threat to anyone's life or health
- Access would be unlawful
- The request is frivolous or vexatious
- Providing access would create an unreasonable impact upon the privacy of another, or
- The information relates to existing or anticipated legal proceedings between the organisation and the individual, and the information would not be accessible by the process of discovery in those proceedings
- Please note: a full list of exceptions is detailed in the National Privacy Principles
- Guard Force will provide you with the reasons in the event that access is denied.

Keeping your Personal Information Current

Please contact us directly if your personal information changes, and we will endeavour to make the appropriate adjustments. You may also keep your own records accurate and up to date by utilising your own unique and secure log in to update your details on our web based candidate management system.

In addition, we may also contact you from time to time to check the accuracy of the information that we hold about you.

Security

Your personal information may be stored in hardcopy or electronically. We have security procedures in place to protect your personal information.

Inquiries and Complaints & Further Information about Privacy

You can make any further inquiries or complaints regarding our Privacy Policy to our Privacy Officer. *We appreciate your comments and question regarding this Privacy Policy. If at any time you believe we have handled your information otherwise than in accordance with this Privacy Policy, please notify us and we will use commercially reasonable efforts to investigate and, if we deem necessary, remedy the matter.*

For further information about privacy issues in Australia and protecting your privacy visit the Australian Federal Privacy Commissioner's website at http://www.privacy.gov.au/privacy_rights/index.h