



## Privacy and Collection Statement

### Your Personal Information – Classification

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 more common (e.g. address and phone number). It would include the opinion 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.

### A Definition of Sensitive Information

Sensitive information is a special category of personal information. It is information or opinion about your:

- 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);
- Expressed wishes about the future provisions of health services.

Sensitive information can, in most cases, only be disclosed with your consent.

### The Collection of Personal and Sensitive Information

Personal and sensitive information will be collected from you when:

- You provide it to us directly;
- We receive any reference about you;
- We receive any results of inquiries that we might make of your former employers;
- We receive any performance feedback (whether positive or negative).

Your personal and sensitive information will be collected by Naiman Clarke for its own use, only in connection with your actual work placements.

### Disclosure of Personal and Sensitive Information

Your personal and sensitive information may be disclosed to:

- Potential and actual employers and clients of Naiman Clarke, and
- Referees,

but only subsequent to your express consent to that disclosure.

### You Can Gain Access to Your Information to Correct it if it is Wrong

Subject to certain exceptions which are set out in the *National Privacy Principals* (Principal 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 current, we will take reasonable steps to correct it so that it is accurate, complete and current. If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and current, you may ask us to place with the information a statement that claims particular information is not accurate, complete and current.

If you wish to exercise your rights of access and correction you should contact our Director, who details are listed below. In some cases we may impose a moderate charge for providing access to your personal or sensitive information, however we will not charge you simply because you lodge a request for access.