



Privacy Statement & Declaration

Personal information

Personal information is any information or opinions (whether true or not) about you. It may range from very sensitive (e.g. medical history) to the everyday (e.g. e-mail address). It includes 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 potential employment.

Personal information includes sensitive information. Sensitive information is a special category of personal information. It includes information or opinions about your racial or ethnic origin; political opinion; political memberships or religious beliefs, affiliations of philosophical beliefs; membership of a professional or trade association or membership of a trade union; sexual preferences or practices; criminal record; and health disability (at any time). Sensitive information can, in most cases, only be disclosed with your consent.

Collection of personal and sensitive information

Personal and sensitive information about you will be collected by Future Force Training & Recruitment (FF) for its own use in connection with your potential employment. Such information will be collected from you directly when you complete this registration form, submit your resume or provide us with any information in connection with your seeking of employment through FF (including your photograph). Personal and sensitive information will also be collected when we receive:

- any reference about you or results of enquiries that we might make about you
- results of any competency, aptitude or medical tests
- information about a workplace accident, insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or enquiry in which you have been involved.

Use of personal and sensitive information

Your personal and sensitive information may be used in connection with your actual or possible employment, as well as in connection with:

- your performance appraisals and our assessment of your ongoing performance, prospects and training needs
- our management of complaint, investigation or enquiry in which you are involved and any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Disclosure of personal and sensitive information

Your personal and sensitive information may be disclosed to:

- potential and actual employers and clients of FF
- referees or professional associations or registration bodies that have a proper interest in the disclosure of such information
- our insurers, a workers compensation body or any other person with a lawful entitlement to obtain the information
- our contractors and suppliers – e.g. IT contractors, database designers and third party website data hosts

Access to personal and sensitive information

Subject to some exceptions that 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 is held by FF. If you are able to establish that such information that FF holds about you is not accurate, complete and up to date, we will take reasonable steps to correct it. If we are unable to agree that personal or sensitive information that FF holds about you is accurate, complete and up to date, you may request us to place with the information a statement by you that claims that particular information is not accurate, complete or up to date. If you wish to exercise your right of access and correction you should contact us.

Consent

By signing this document you are confirming:

- that you have provided true and accurate information regarding your personal details, qualifications, skill set, work history and right to work in Australia
- that you have applied to and registered with FF of your own free will and without being coerced or approached to do so
- that you realise from time to time FF personnel will contact you
- that I authorise FF to on-forward my resume either by writing, e-mail, verbally or by any reasonable means to any potential employers
- that you authorise FF to contact your stated references
- that you authorise FF to take your photo and to pass on to potential host employers
- that you authorise FF trainers/assessors to take still photos or videos of you performing specific tasks relating to your qualification (if required) to be used as evidence of competency and stored on our online training system.