

## **COLLECTION STATEMENT & CONSENT FORM**

This is a summarised version of The Avdiev Group's Privacy Policy and Collection Statement located on our website [www.avdiev.com.au](http://www.avdiev.com.au). This document states our commitment to maintaining the privacy of the information sent to us by our candidates or acquired in the process of finding employment for them.

This Collection Statement is a summary of what personal information is, how it is covered by the *Privacy Amendment (Private Sector) Act 2000* (in particular, the *National Privacy Principles*) – and how this information will be treated by The Avdiev Group. At the end of the Statement is a Consent Form, which we would ask you to sign and return to us as soon as possible so that we can proceed with your application.

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**Personal information is** any information or an opinion (whether true or not) about you. It may range from the very sensitive to the everyday. Sensitive information can, in most cases, only be disclosed with your consent. It would include any relevant information obtained by us in connection with your possible work placements.

**Your personal and sensitive information will be collected by The Avdiev Group** for its own use in its capacity as a human resources consulting organisation.

**Personal and sensitive information will be collected** from you directly when you send in your application, or from any other information in connection with your application sent to us for a position.

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

- Your actual or possible work placement, performance appraisals and assessments.
- The compilation of our annual Property Industry Remuneration Report in which salary information is used anonymously.
- Our identification of your training needs or any workplace rehabilitation.
- Our management of any complaint, investigation or inquiry in which you are involved or any insurance claim or proposal that requires disclosure of your personal or sensitive information.

**Your personal and sensitive information may be disclosed to** potential and actual employers and clients of The Avdiev Group, other employees of The Avdiev Group, referees, our insurers and any person with a lawful entitlement to obtain the information.

**If you do not sign the Consent Form which allows us to use your personal information:**

- We may be limited in our ability to locate suitable work for you or we may be limited in our ability to place you in work.
- We may not be able to proceed with your application and will destroy your application, as we will assume that you do not wish to proceed.

**You can 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 wish to exercise your rights of access and correction you should contact one of our staff members to arrange a time to view the information.
- If information we hold is not accurate, complete and up-to-date.
- In some cases we may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

**With your permission we will hold your information for 3 years from the date of receipt.**

**We may contact you in the future** regarding new positions available, for direct marketing of products or services (such as our annual Property Industry Remuneration Report), and to keep you informed of new developments we believe may be of interest to you.

**If your information is forwarded to our clients** it may be sent by e-mail and you should be aware of this possibility. We shall advise our clients that they are required to handle the information as per the requirements of the National Privacy Principles. Should the client wish to hold your application for possible future use beyond the original requirement for which you applied, we shall advise them to send you a copy of their own organisation's Collection Statement and Consent Form.



**CONSENT FORM**

If you are in agreement with the points set out in the Collection Statement, please complete the form below and return it to us as soon as possible so that we can proceed with your application.

I, .....(Full Name)

of .....

.....(Address)

Phone: ..... E-mail: .....

have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- Personal and sensitive information about me being collected by The Avdiev Group as indicated above
- Personal and sensitive information about me being used as indicated above
- Personal and sensitive information about me being disclosed as indicated above

Signed: ..... Date: .....