

Accountancy Options and Options in Finance Privacy Policy:

Accountancy Options and Options in Finance are committed to protecting your privacy. The following company policy has been compiled in accordance with the National Privacy Principles (NPP) contained in the Privacy Act 1988 (as amended) in regards to the collection, storage, disclosure, usage and access of personal information. We train our staff to respect the confidentiality and privacy of individuals and take every effort to ensure that your personal information is treated appropriately and used only for the purposes you have agreed to.

Collection

Accountancy Options and Options in Finance collects information for our primary purpose of providing recruitment services.

Personal information will be collected when you complete our registration form, or provide us with any other information in connection with your registration application. Wherever possible we will collect personal information from you directly and with your consent. **Your consent is confirmed with the signing of our registration form and implied when you provide further information to us for our records.**

If we collect personal information from others we will take reasonable steps to either obtain your consent or make you aware of why we have collected such information. Examples of additional information about you that may be collected from others includes those instances when:

- We receive any reference about you
- We receive results of enquiries that we might make of your former employers, work colleagues, professional associations or registration bodies
- We receive the results of any competency or medical test
- We receive performance feedback (whether positive or negative)
- We receive information in relation to work absences as a result of illness or other causes
- We receive information about incidents in the workplace
- We receive any information about a workplace accident in which you are involved
- We receive information resulting from a Police Criminal History Check
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved

Some laws (such as taxation laws, immigration laws or recruitment agency laws) might require that we collect certain types of information about you from time to time.

Should personal information required not be provided the capacity of our representation may in turn be limited as follows:

- 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
- We might not be able to proceed with your application for work



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Use & Disclosure

Accountancy Options and Options in Finance will ensure that your personal information is used and disclosed only for the primary purpose for which it was collected or for any related secondary purpose where it is reasonable for you to expect so. Wherever possible we will only disclose such information with your consent.

We primarily collect, use and disclose personal information in connection with recruitment services including:

- Actual or possible job placement
- Performance appraisals and ongoing performance management
- Career management
- Staff management
- Any test or assessment that you may be required to undergo
- Payroll purposes including superannuation and tax law disclosures
- Workcover and workplace rehabilitation
- Identification of training needs
- Our management of any complaints, investigations or enquiries in which you are involved
- Client and business relationship management and
- Marketing purposes

The information collected will be utilised by the consulting and administrative staff of Accountancy Options and Options in Finance, in connection with these functions.

Who your information may be disclosed to:

- Potential and actual employers and clients of Accountancy Options or Options In Finance (as specifically briefed)
- Referees
- Our insurers
- A professional association or registration body that has a proper interest in the disclosure of your information
- A Workers Compensation body
- Our contractors and suppliers - e.g. our IT database programmers
- Any person with a lawful entitlement to obtain the information

It is Accountancy Options and Options in Finance policy to always brief you on job and employer specific information and seek your consent before submitting your resume to a client.

Data Quality

Accountancy Options and Options in Finance will to the best of our ability ensure that the personal information we collect, use or store is accurate, complete and up to date. It is your responsibility to advise your consultant when your personal information changes. You can do this at anytime by contacting your consultant by phone or email and we will accordingly update our in house database. You will also receive periodic correspondence from us requesting you provide updated information to make this as easy and simple as possible as a part of our ongoing service levels via phone or electronic mail.



Data Security

Accountancy Options and Options in Finance takes the necessary steps to safeguard the privacy of your personal information. We hold your personal information in both electronic and paper-based form and ensure that our security processes protect this information from misuse and loss, unauthorised access, modification or disclosure. These processes include:

- secured premises with after hours access limited to authorised personnel
- storage of paper based documents containing personal information in secure areas accessible only by authorised personnel
- secure computer storage facilities including individual PC password log-ins, automated password re-set prompts and time-out screen savers to ensure only authorised personnel have access to computer files
- use of current virus protection software

We are required to maintain your records for a minimum of 3 years and in some cases longer as required by law, such as where you have contracted for us. However should it be determined that your information is no longer needed we will destroy or de-identify your file on our database.

Openness

Accountancy Options and Options in Finance provides each registered candidate access to our Privacy Policy and Privacy Collection Statement by providing hard copies in all interview rooms, and displaying these throughout the premise to reflect our commitment to being open about our information handling.

Our Privacy Officer is able to respond to specific questions that you might need to ask about our privacy practices.

Access & Correction

Subject to some exemptions, which are set out in the NPP 6, you have a right to access of the information we hold on you, should you so wish. You can do so by contacting our nominated Privacy Officers as follows:

NAME:	Andrea Ogden or Kara Templar
PHONE:	(03) 9620 9600
Email:	andrea@accountancyoptions.com.au
FAX:	(03) 9620 9611

We will require a minimum of 3 working days notice (depending on the nature of the information being accessed) as we may need to review and or retrieve information from storage. An minimum fee of \$75 will apply to cover administration costs involved. Any complaint handling will be completed with the highest priority.

We do refuse access if it would interfere with the privacy of other individuals or breaches the confidentiality of that information.

If you are able to establish the information that we hold about you is not accurate, complete or up-to-date, we will take reasonable steps to correct it. If we are not able to agree that the personal information that we hold about you is accurate, complete and up-to-date, you may request that we place a statement on our records, completed by you, claiming that certain information is incorrect.



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Identifiers

Commonwealth government agency Identifiers, such as tax file numbers, Medicare numbers, driver's license details will not be requested, used or disclosed unless the information has been provided with consent for a job-specific requirement or unless specific laws (e.g. taxation laws) require it.

Anonymity

Accountancy Options and Options in Finance will provide the option of anonymous interaction whenever practical and lawful to do so.

Transborder Data Flows

Accountancy Options and Options in Finance will only transfer personal information to a recipient in a foreign country in circumstances where the information will be transmitted and stored with appropriate protection or alternatively will obtain your consent for transmission.

Sensitive Information

Sensitive information, such as racial or ethnic origin, political opinion, memberships of associations, religious or philosophical beliefs, sexual preferences, criminal record, health or disability will not be collected by Accountancy Options and Options in Finance without your consent. At times we may require this type of information because it is a condition of employment, such as with memberships and police checks, or it may be required by law, such as with working visa. Where you have volunteered information of a sensitive nature it is implied that you are doing so with your consent.