

## PRIVACY COLLECTION STATEMENT

### We will need to collect personal information about you.

Personal information may range from the sensitive (e.g. relevant medical history or criminal history) to the everyday (e.g. address and phone number). We may collect the opinions of others about your work performance, your work experience and qualifications, aptitude test results and other information in connection with your possible work placements.

We will only collect information that is necessary for the performance of our functions or activities.

We do not collect or use personal information for the purposes of unlawful discrimination or if we do not have a present need for it. We do not routinely conduct criminal history checks and only do so in order to obtain relevant criminal history with regard to particular jobs you are offered or for which you are shortlisted.

If you only browse our website, we do not collect information that identifies you personally, though we may collect information related to your visit to our website. See our [Privacy Policy](#) for more information. Our [Privacy Policy](#) sets out further information which it may be helpful for you to know.

### Who will be collecting your personal and sensitive information?

Your personal information will be collected by Davidson Group (Aust) Pty Ltd (ABN 43 167 652 155) (the Company), Level 10, 295 Ann Street, Brisbane, Queensland, Australia for its own use and on behalf of other members of the Davidson Group who might require access to your personal and sensitive information in connection with your work placements. Group means:

- (a) the Company;
- (b) any related company (as that term is defined in the Corporations Act 2001, Australia or the Companies Act 1993, New Zealand);
- (c) any entity that controls, is controlled by or is under common control with, the Company; and
- (d) any other entity that is connected with the Company or any other member of the Group by a common interest in an economic enterprise, for example a partner or another member of a joint venture.

Your personal information will be held by the Group in any of our office locations as listed on our website [www.davidsonwp.com](http://www.davidsonwp.com).

Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by our staff members.

### How to contact us

If you wish to contact us about your personal information please contact our Privacy Officer on [privacy@davidsonwp.com](mailto:privacy@davidsonwp.com) or +61 (0)7 3023 1000.

### Personal information about you that we collect from others

We collect personal information about you from other people including referees, previous employers, professional registration authorities, educational institutions, who may be in a position to provide us with information that we may use to assess your suitability to be placed in or continue in positions that you may be offered.

If we reasonably believe that you are in a position that might present a risk to your health and safety or to that of others for whose health and safety we are responsible, we may collect relevant personal information (including health information) that will allow us to manage that risk.

### Legal requirements for personal information

Some laws such as taxation law, immigration law, laws regulating employment agencies, national security, professional or trade registration and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position/s for which you may be applying.

There may be cases where our duties require us to obtain and disclose certain types of personal information relevant to specific jobs (e.g. some professional registration legislation may require the collection of certain types of information).

When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.

### If you do not give us all or part of the information we need

- 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 decline to represent you in your search for work or put you forward for particular positions.

## Your personal information will be used in connection with:

- our assessment of your suitability for registration with us;
- the necessary validation (including from appropriate third party sources) of your resume, c.v., nominated references, or stated qualifications, experience, training or abilities. Where we require third party validation we will tell you how we propose to obtain it;
- your actual or possible work placement;
- your performance appraisals;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- our assessment of your ongoing performance and prospects;
- our identification of your training needs;
- suggestions we may make to you, whilst you remain registered with us, for further training in connection with work of the type that you are seeking through us;
- any workplace rehabilitation in which you and we are involved;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information;
- any reference that we may give concerning your work;
- our statutory compliance obligations;
- marketing directly or via a third party – please see our [Privacy Policy](#) for further information.

## Your personal information may be disclosed to...

- potential and actual employers and clients of Davidson
- other members of the Davidson Group
- referees;
- a person who seeks a reference about you;
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- Workers Compensation body in Australia or Accident Compensation Corporation in New Zealand;
- our contractors and suppliers – e.g. our I.T. contractors, internet service suppliers and database designers, some of whom may be off shore;
- a parent, guardian, holder of an enduring power of attorney (or like authority) or next of kin whom we may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you;
- any person with a lawful entitlement to obtain the information.

## Disclosure of your personal information to overseas recipients

We may disclose your personal information to overseas recipients for the purpose of our services.

## You can gain access to your information to correct it if it is wrong

Our [Privacy Policy](#) contains information about how you may access personal information that is held by us and seek correction of that information

## Electronic Transactions

We conduct transactions electronically, hard copy and in person. It is important that you understand that there are risks associated with the use of electronic technologies and the internet and you should take all appropriate steps to protect your personal information. Please see our [Privacy Policy](#) for further information.