

Privacy Statement

Your privacy is important to us. This statement outlines Pursuit People Solutions policy on how we manage the personal information we hold about our customers and others. It applies to all operations within Pursuit People Solutions in Australia.

It is Pursuit People Solutions' policy to respect the confidentiality of information and the privacy of individuals. Pursuit is bound by the National Privacy Principles contained in the Privacy Act 1988 (as amended).

The Pursuit People Solutions Privacy Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and to make sure it remains appropriate to the changing environment. Any information we hold will be governed by the most current Pursuit Privacy Policy.

Pursuit People Solution's Privacy Policy is based on openness

We are committed to being open about how we use personal information.

Where our documents ask for personal information, we will generally state the purpose for its use and to whom it may be disclosed.

Type of personal information held by Pursuit People Solutions

Personal information that we collect and hold usually falls into the following categories:

- Candidate information submitted and obtained from the candidate and other sources in connection with applications for work
- Work performance information
- Information about incidents in the workplace
- Staff information
- Information submitted and obtained in relation to absences from work due to leave, illness or other causes
- Information obtained to assist in managing client and business relationships

What sensitive information is:

Sensitive information is a special category of personal information. It is information or opinion about you, including membership of a professional or trade association or membership of a trade union; criminal record; health or disability, etc.

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

Purposes for which we hold personal information

We primarily hold personal information for the following:

- Placement operations
- Recruitment
- Staff management
- Training
- Client and business relationship management
- Marketing

Disclosures

We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose.

In some cases we may only disclose information with your consent.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Management of personal information

Pursuit People Solutions trains its employees to respect the confidentiality of customer information and the privacy of individuals. Pursuit People Solutions regards breaches of your privacy very seriously and any breach will result in disciplinary action being taken, dependent upon severity.

Pursuit People Solutions has appointed a Privacy Officer to ensure that Pursuit management of personal information is in accordance with this statement and the Privacy Act.

How do we store personal information?

Safeguarding the privacy of your information is important to us, whether you interact with us personally, by phone, mail, over the internet or other electronic medium. We hold personal information in a combination of secure computer storage facilities and paper-based files and other records, and take steps to protect the personal information we hold from misuse, loss, unauthorised access, modification or disclosure.

We may need to maintain records for a significant period of time. However, when we consider information is no longer needed, we will remove any details that will identify you or we will securely destroy the records.

How do we keep personal information accurate and up to date?

Pursuit People Solutions endeavours to ensure that the personal information it holds is accurate and up to date. We realise that information changes frequently with changes of address and other personal circumstances. We generally update your customer information over the telephone. Please advise your consultant when your personal details change.

Inquiries and complaints

You can make further inquiries or complaints about our privacy policy to our Privacy Officer:

Privacy Officer
Pursuit People Solutions
Phone: 08 8410 5710

If you are not satisfied with our response to your complaint, you can contact the Office of the Federal Privacy Commissioner.

Access

Subject to some exceptions that are set out in the National Privacy Principles you can gain access to the personal information that we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

To make a request to access your personal information, you will need to complete an application form verifying your identity and specifying what information you require. Please contact our Privacy Officer for an application form.

We will impose a moderate charge in providing access. Our Privacy Officer would discuss these with you.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine what information may be provided.