

Innovative Business Computing Pty Ltd Privacy Policy

Innovative Business Computing Pty Ltd is committed to protecting the privacy of all their candidates.

The National Privacy Principles that Innovative Business Computing Pty Ltd adheres too can be found on the Australian Government, Office of the Australian Information Commissioner web site, <http://www.oaic.gov.au/privacy/privacy-act/national-privacy-principles> .

The National Privacy Principles contain ten principles that regulate how businesses handle individuals' personal information. This covers the collection, use, disclosure, storage of personal information and individuals can access this information and have it corrected if it is wrong.

1. Collection of Information:

All personal information is only acquired from the candidate with their consent.

Reasonable steps will be taken to ensure that:

- the purposes for which the information is collected is explained
- where applicable, explaining any law requiring the information to be collected
- the main consequences if all or part of the information is not provided

No personal information is collected from third parties, unless prior approval has been provided. Providing referees is considered to be consent to obtain verification of details.

2. Use and Disclosure of Information

The personal information we collect is in relation to the normal operations of the recruitment purpose.

With consent we will:

- create an application that will provide the client with the ability to assess the suitability of a candidate for a contract opportunity
- request sensitive information to complete a security clearance. This information is not held or stored by Innovative Business Computing Pty Ltd, but forwarded onto the potential client



- contact referees for reference checking, no personal information is gathered only verified from the information provided by the candidate. Providing referees is considered to be consent to obtain verification of details.
- forward the details of any potential contract opportunities based on the current skills and experience to your email address
- obtain payroll information for processing wages, PAYG tax, workers compensation and industry insurances

Without consent where:

- we reasonably believe it is necessary to prevent a threat to life, health or safety
- we are authorised or required by law to do so (e.g. where the information is required by bodies regulating us or in response to subpoenas or warrants)

3. & 4. Information quality and Security

Personal information of a candidate is held in a combination of computer storage facilities and paper-based records.

With the combination of physical and technological security measures, combined with its policies, Innovative Business Computing Pty Ltd endeavours to provide thorough protection for all personal information it holds, from unauthorised access, modification, or disclosure.

5. Openness

The Innovative Business Computing Pty Ltd privacy policy is available to anyone who requests a copy. It can also be downloaded from our website, www.ibcomp.com.au.

6. Access and Correction

A candidate can access their personal information we hold by contacting our office, either by email, phone or a written letter.

Any confirmation of details, corrections or alterations will be confirmed by email or a written letter.

7. Identifiers

Innovative Business Computing Pty Ltd does not use any Australian Government identifiers for an individual (eg Medicare numbers, tax file numbers) as its own



8. Anonymity

The opportunity to be anonymous during the application process is available to candidates. The advantages and disadvantages of anonymity will be discussed with the candidate to ensure the desired outcome is achieved for both the candidate and the client.

9. Transborder Data Flows

Innovative Business Computing Pty Ltd has no offices or affiliations with companies, organisations or governments overseas. No personal information will be transferred outside of Australia.

10. Sensitive Information

If any sensitive information is obtained about a candidate, such as information relating to their health, racial or ethnic origin, religious beliefs and membership of unions or professional associations, it is only held with the candidate's consent.

Under normal circumstances this information is not requested or held by Innovative Business Computing Pty Ltd. This type of sensitive information may be requested to complete a security clearance process.

