

Privacy Statement

Status Employment Services is contracted to State and Commonwealth Government Departments and Agencies to provide a range of training and employment services.

The Privacy Amendment (Private Sector) Act 2000, require us to provide our clients with the following statement because we collect personal information to assist us to provide these services to you.

1. Why is this personal information collected and how is this information going to be used?

We will need to collect this information for the following reasons:

- To prepare a resume for you
- To comply with our Government Contracts
- To assess your employment and training needs
- To help you to prepare for, and find and keep a job

2. Who else may receive this information?

Third Parties such as:

- State and Commonwealth Government Departments and Agencies to whom we are contracted
- Centrelink
- Employers
- Referees (people that you have nominated to provide a reference check for you)
- Other Organisations that we may refer you to for services
(eg other Training and Employment Agencies)

3. How will this information be managed?

All staff employed by this Organisation are trained in the handling of personal information. All personal information collected will only be accessed by the staff who are required to fulfil the requirements of point 1 above. Your information is securely stored in lockable cabinets and in password protected computer applications. Once we have finished providing you with employment and training services, all personal information will be securely archived.

Any personal information that is collected about you is securely stored. You are also able to access this information upon request – however you may be charged a fee to access this. Please note that you are only able to request access to personal information collected after 21 December 2001. A copy of our Privacy Policy is available upon request.

If you have any questions about the information that has been collected, or you wish to access your personal information you will need to contact our Privacy Officer: David George - Ph: 8377 0101.