



## **Adecco ABS Census Recruitment Privacy Policy** **(including Work Health and Safety-related Personal Information)**

This policy applies to all applicants to the employment opportunities managed by the Adecco Australia Group Companies ("Adecco") on behalf of the Australian Bureau of Statistics ("ABS") for the Census Project (the "Project").

Adecco is committed to protecting the rights and privacy of individuals in accordance with the Privacy Act 1988 (Cth) (Privacy Act) and the 13 Australian Privacy Principles (APPs) in the Privacy Act. Adecco needs to process certain personal data about individuals in order to fulfil its purpose and to carry out its day to day business activities, including assessment of individual applicants and verifying their identities. Adecco will process such information according to the 13 APPs set out in the Privacy Act.

This policy sets out how Adecco aims to protect the privacy of your personal information, your rights in relation to your personal information managed by Adecco and the way Adecco collects, holds, uses and discloses your personal information.

### **WHAT IS 'PERSONAL INFORMATION' AND WHAT KINDS OF PERSONAL INFORMATION DOES ADECCO COLLECT?**

Personal information is, broadly speaking, information or an opinion about an identified, or reasonably identifiable, individual. A reference in this policy to "personal information" specifically refers to the term as defined in the Privacy Act and as interpreted by the courts. During the provision of Adecco's services, Adecco may collect your personal information. Generally, the kinds of personal information Adecco collects may include:

- general contact and identification details (e.g. name, address, email address and phone number);
- information submitted by you in connection with your employment application;
- information about you submitted by or obtained from another person in connection with your employment application;
- information about your education and work history, qualifications and skills;
- opinions of others about your work performance (whether true or not), which will only be collected with your consent and the consent of the individuals providing those opinions;
- information about your work rights and your eligibility to work within Australia which may include details, copies or presentation of the originals of any applicable visa, passport, birth or citizenship certificate, or other relevant documentation;
- sensitive information (e.g. information about your health, medical history or specific condition, criminal record, professional memberships etc), which will only be collected with your consent;

- information about incidents (e.g. a workplace accident) in the workplace;
- any results of relevant tests in which you participate including but not limited to online testing carried out on Adecco's behalf by Revelian and/or other providers;
- work quality evaluation assessments;
- any personal information relevant to any training programs you undertake;
- other information relevant to your recruitment circumstances.

## **SENSITIVE INFORMATION, SUCH AS HEALTH/MEDICAL INFORMATION**

Adecco is authorised by the *Workplace Health and Safety Act 2011 (Cth)*, to collect personal information (including sensitive information, such as health/medical information) for the purpose of determining fitness for duty and in the interest of workplace health and safety.

### *Fitness for duty*

The Medical Self-assessment form is used to assess whether your health and physical fitness is of an appropriate standard to undertake assigned duties within your employment.

The information collected on the medical self-assessment form may be disclosed to the relevant ABS Delegates and/or referred to a medical practitioner for further assessment. This additional disclosure is necessary for the assessment of your employment opportunity with the ABS in connection with the Project.

### *Work health and safety*

Personal information collected by Adecco may be shared with or disclosed to ABS for the purposes of:

- recording work health and safety incidents;
- recording first aid administered;
- providing assistance to affected individuals;
- assisting in the assessment of an individual's continued fitness for duty after a workplace incident, capacity to engage in rehabilitation or entitlement to workers compensation;
- investigating incidents to determine causal factors, with a view to preventing recurrences; and
- reporting notifiable incidents to Comcare as required under Section 38 of the *Work Health and Safety Act 2011*.

Failure to provide personal information to Adecco may negatively impact on the ability of Adecco or the ABS to assist an affected individual.

Under some circumstances, failure to provide information may also be in breach of a worker's obligations under Section 28 of the *Work Health and Safety Act 2011*.

Adecco and/or ABS may be required to disclose any personal information contained in an Incident Report to Comcare, and any other entity required by law, in order to meet its obligations under the *Work Health and Safety Act 2011*, and the *Safety, Rehabilitation and Compensation Act 1988*.

To access or make changes to your personal information please refer to **HOW TO CONTACT US** section at the end of this document.

## HOW YOUR INFORMATION WILL BE COLLECTED

Generally, personal information will be collected from you directly when you complete an application form or submit your resume, either online or in hard copy, attend an interview, or otherwise provide us with personal information in person or via telephone, email, post or other means, whether at Adecco's request or at your own initiative.

Personal information may also be collected from a source other than you when:

- you submit an application form or your resume through a third-party website;
- we undertake reference checks by inquiring with, or we otherwise receive references or performance feedback (whether negative or positive) from any of your former or current employers, work colleagues, professional associations or registration bodies (reference checks are only undertaken with your consent);
- we receive results of any medical tests or criminal history checks, (which are only undertaken with your consent);
- we receive results from any competency tests in which you participate;
- we receive results from any other online process or testing including but not limited to assessments, induction courses and background checks carried out by Revelian, Australia Post, Referoo or other provider on Adecco's behalf;
- we undertake a Visa Entitlement Verification Online (VEVO) Check which assesses your eligibility to work within Australia;
- we receive any complaint from or about you in the workplace;
- we receive information from your employer for the provision of employee benefits or career assessments for candidates receiving our career transition or training services;
- we receive information about a workplace accident in which you were involved; and
- we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were or are involved during, or in connection with, a work placement.

If you complete an online registration form on an Adecco website, the information that you enter on the form will only be collected if you submit the form (by post), in person, or via the internet.

## WHY DOES ADECCO NEED YOUR PERSONAL INFORMATION?

Adecco collects, holds, uses and discloses your personal information where it is reasonably necessary for the purposes of providing you with recruitment, work placement services, career transition and training services. This may include using and disclosing your personal information to facilitate or otherwise in connection with:

- you being offered employment or an engagement with ABS;
- your actual or potential work placements with ABS;
- undertaking performance appraisals in relation to your former or current work placements with ABS;

- any test, assessments or checks (including medical tests and assessments and criminal record checks) that you might be required to undergo for the purposes of assessing your suitability for a potential work placement with ABS;
- identifying and facilitating your training needs with ABS;
- any necessary workplace rehabilitation during, or for the purposes of, a current or future work placement with ABS;
- the management of any complaint, investigation or inquiry in which you are involved during a work placement with ABS;
- any insurance claim or proposal in which Adecco is involved by virtue of your current or previous work placements with ABS;
- assessing training needs.

Adecco may also collect, hold, use or disclose your personal information for:

- administrative and business management purposes;
- marketing purposes and to identify and inform you of products and services that may be of interest to you where you have elected to receive such communication;
- internal recruitment processes where you have nominated for Adecco to assist in other employment opportunities; and/or
- any other legal requirement.

You are under no obligation to provide your personal information to Adecco. However, without certain information from you, or where information provided is inaccurate or irrelevant, Adecco may not be able to provide its services to you or may be limited in its ability to provide its services to you.

## **DISCLOSURE OF PERSONAL INFORMATION**

Adecco discloses your personal information for the purpose for which Adecco collects it. That is, generally, Adecco will only disclose your personal information for a purpose related to the provision of recruitment and work placement services or otherwise as set out in this statement. This may include disclosing your personal information to:

- the ABS who may be your potential or actual employer, or with whom you may enter into an employment relationship;
- your referees;
- Adecco's contractors and suppliers including IT contractors and database designers, and other third parties engaged in connection with Adecco's bulk recruitment exercises or administrative functions (such parties will have access only to the personal information required by them in order to perform their functions, and they will not be permitted to use such information for any other purpose);
- Adecco's professional advisors;
- any other entity, with your consent, or to whom disclosure is required or authorised by law; and/or
- any other third parties engaged to perform administrative or other services. This disclosure is always on a confidential basis or otherwise in accordance with law.

## **OVERSEAS DISCLOSURES**

All information and data collected by Adecco for the ABS, in relation to your potential employment, will remain in Australia. No information will be disclosed to any overseas entity, organisation, company, government or individual unless required by Australian law.

## **WEBSITE**

Personal Information may be collected via our website. In this regard, the following policies specifically apply:

- our website, or partner websites may use cookies in order to: enable you to move around the website and use its features; collect information about how you use the website; and to allow the website to remember choices you make so that it can provide enhanced features for your benefit. The use of cookies does not involve the collection of personal information, but if you nevertheless have concerns you can disable the functionality;
- all personal information collected via the website (for example, as a result of submission of an online registration form) will be handled in a manner which complies with this privacy policy.

## **SECURITY OF YOUR PERSONAL INFORMATION**

Adecco takes all reasonable steps to ensure personal information it holds is protected against misuse, interference, loss, unauthorised access, modification or disclosure. Adecco holds personal information in both hard copy and electronic forms in secure databases on secure premises, accessible only by authorised staff.

Adecco will destroy or de-identify personal information in circumstances where it is no longer required, unless Adecco is otherwise required or authorised by law to retain the information.

## **YOU CAN GAIN ACCESS TO, AND SEEK CORRECTION OF, YOUR PERSONAL INFORMATION HELD BY ADECCO**

Adecco takes steps reasonable in the circumstances to ensure personal information it holds is accurate, up-to-date, complete, relevant and not misleading. Under the Privacy Act, you have a right to access and seek correction of your personal information that is collected and held by Adecco.

If at any time you would like to access or correct the personal information that Adecco holds about you, or you would like more information on Adecco's approach to privacy, please contact Adecco via the contact details set out below.

Adecco will grant access to the extent required or authorised by the Privacy Act or other law and take steps reasonable in the circumstances to correct personal information where necessary and appropriate.

To obtain access to your personal information:

- you will have to provide proof of identity. This is necessary to ensure that personal information is provided only to the correct individuals and that the privacy of others is protected;
- Adecco requests that you be reasonably specific about the information you require; and
- Adecco may charge you a reasonable administration fee which reflects the cost to Adecco for providing documents if you wish to access something like a job application but will not charge to correct personal information.

Adecco will endeavour to respond to your request to access or correct your personal information within 30 days from your request.

If Adecco refuses your request to access or correct your personal information, Adecco will provide you with written reasons for the refusal and details of complaint mechanisms.

Adecco will also take steps reasonable in the circumstance to incorporate a notation to the effect that you consider the information to be inaccurate, out of date, incomplete, irrelevant or misleading, as the case may be.

## **PRIVACY COMPLAINTS**

Please direct all privacy complaints to Adecco's Privacy Compliance Officer via the contact details below. At all times, privacy complaints:

- will be treated seriously;
- will be dealt with promptly;
- will be dealt with in a confidential manner; and
- will not affect your existing obligations or affect the commercial arrangements between you and Adecco.

Adecco's Privacy Compliance Officer will commence an investigation into your complaint. You will be informed of the outcome of your complaint following completion of the investigation. In the event you are dissatisfied with the outcome of your complaint, you may refer the complaint to the [Office of the Australian Information Commissioner](#).

## **HOW TO CONTACT US**

For further information or enquiries regarding personal information that Adecco holds about you, or if you would like to opt out of receiving any promotional communications, please write to:

Adecco Privacy Compliance Officer – Legal Department  
Adecco Australia Pty Ltd  
Level 16, 28 Freshwater Place, Southbank, VIC 3006

or email to: [privacy@Adecco.com.au](mailto:privacy@Adecco.com.au)