



# Angel Applicant Collection Statement

DIAL-AN-ANGEL® Group does not disclose confidential information except as is required to provide its services and with the individual's consent or as is required or permitted by law. Where personal and sensitive information is held, even if it is not confidential, it will be used for strictly limited purposes. These include the purpose for which it was given, for related purposes where you would reasonably expect us to use it as well as for our own internal purposes. This usage is always with your implied and/or formal consent.

**Personal information** is any information or an opinion (whether true or not) about you. It may range from the very sensitive (eg. medical history or condition) to the everyday (eg. address and phone number). It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with possible work referrals or placement. Personal information may include sensitive information.

**Sensitive information** is a special category of personal information. Sensitive information can, in most cases, only be disclosed with your consent. It is information or opinion about your: racial or ethnic origin; membership of a political association, religious or philosophical association; membership of a professional or trade association or membership of a trade union; criminal record; health or disability (at any time); expressed wishes about the future provision of health services. It includes personal information collected to provide a health service.

**Who will be collecting your personal and sensitive information?** Your personal and sensitive information will be collected by DIAL-AN-ANGEL Group for its own use and on behalf of other members of the DIAL-AN-ANGEL Group who might require access to your personal and sensitive information in connection with your work bookings and/or placements.

DIAL-AN-ANGEL Group with other members of the DIAL-AN-ANGEL Group also reserve the right to transfer all personal information held by it whereupon the organisation is assigned or transferred to a further party.

**How your information will be collected;** Personal and sensitive information will be collected from you when you fill out and submit our registration forms or provide any other information in connection with your application to us for employment or registration.

**Personal and sensitive information will also be collected when:** we receive any reference about your character and work performance; we receive results of enquiries that we might make of your former employers, work colleagues, character referees, professional associations or registration body; we receive the results of any competency or medical test; we receive performance feedback (whether positive or negative); we receive any complaint from or about you in the workplace; we receive any information about a workplace accident in which you are or have been involved; we receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or enquiry in which you are or have been involved; you provide us with any additional information about yourself.

**Your personal and sensitive information may be used in connection with:** your actual or possible work referral or placement; your performance appraisals; our assessment of your ongoing performance and prospects; any test or assessment (including medical tests and assessments) that you might be required to undergo; our identification of your training needs; any workplace rehabilitation; our management of any complaint, investigation or enquiry in which you are involved; any insurance claim or proposal that requires disclosure of your personal or sensitive information.



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**Your personal and sensitive information may be disclosed to:** potential and actual customers and clients of DIAL-AN-ANGEL Group; referees; other members of the DIAL-AN-ANGEL Group; our insurers; a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information; a Workers Compensation body; any person with a lawful entitlement to obtain the information. "Working with Children Check" where appropriate in NSW and other States of the Commonwealth.

**If you do not give us the information we seek:** we may be limited in our ability to locate suitable work placements or employment for you.

If you wish to exercise your legal right to access or correct any personal information which we hold about you; or request removal of your name from our marketing records, please contact: **The Privacy Officer** at DIAL-AN-ANGEL. PO Box 188 LINDFIELD NSW 2070 **Telephone:** +61 2 9415 8111 **Facsimile:** +61 2 9416 9400 **Email:** [administration@dialanangel.com](mailto:administration@dialanangel.com). You may find the specific Website Privacy Policy on the DIAL-AN-ANGEL website available at [www.dialanangel.com](http://www.dialanangel.com)