

MMCpersonnel assures the confidentiality of all personal information held in accordance with the *Privacy Act 1988*. We recognise the importance of ensuring that all information provided to us is of a personal and sensitive nature and that we are responsible for the privacy of such information.

MMCpersonnel services the mining, engineering, construction, marine and heavy manufacturing industries by providing skilled people for a large range of positions. In order to carry out this service, personal information such as contact information, date of birth, work experience, qualifications and bank and tax details is collected from potential candidates. This information is obtained from resumes provided by the candidates and/or application forms and is stored in a secure database. A number of MMCpersonnel employees and contractors have access to this database and therefore may be able to view candidate information. This access is restricted and complies with the *Privacy Act 1988*.

Any additional information obtained from referees or from health and law enforcement bodies will also be considered sensitive and will only be provided to employers where necessary. Such information may come as a result of medical examinations, drug/alcohol screens, criminal record checks, and work performance reviews or incident reports from previous employers.

Personal information will not be collected from or passed on to third parties without the consent of the candidate, unless there is a legal obligation to do so, in accordance with the *Privacy Act 1988*. All candidates have access to the personal information that we hold about them unless disclosure results in the privacy of other persons being breached. The Privacy Officer should be contacted if any personal information needs to be accessed, changed or deleted. Proof of identity will be required when requesting information.

The purpose of collecting, using and disclosing personal information is to provide MMCpersonnel and our clients with the ability to fit the right people to the right jobs. If a candidate does not disclose some details or does not consent to information being collected from third parties, our ability to place that person in a suitable position may be limited.

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Michael Pike

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Owen Pike

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