

Gough Recruitment Data Collection Statement

This Collection Statement describes how personal information will be treated by Gough Recruitment in line with current privacy legislation.

Collection and use of your personal information

Gough Recruitment will request personal information from you to better service you in recruitment related matters. We will not use your personal information for any purpose other than for the purpose for which it was disclosed. Personal and sensitive information will be collected from you directly when you provide us with your Resume (CV), details on the Employment Registration form and information collected when entered directly by you on our website www.goughrecruitment.com.

Personal information is any information or an opinion (whether true or not) about you and may range from the very sensitive (e.g. medical history) to the everyday (e.g. address, phone number). It may include the opinions of others about your work performance given through references, your work experience and qualifications, aptitude test results and other information obtained by Gough Recruitment in connection with your employment.

Other personal and sensitive information collected may include details about a workplace accident in which you were involved and/or information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you were involved.

Direct Marketing - We may contact you in the future regarding new positions available, for direct marketing of products or services, and to keep you informed of new developments we believe may be of interest to you.

Disclosure of your personal information

We will only disclose your personal information to our clients and to any service providers who provide services in connection with Gough Recruitment. We do not provide or sell your personal information to other organisations. Your personal information may be disclosed to:

- Our potential and actual employers and clients
- Referees
- Other staff members of Gough Recruitment
- Any test or assessment, including medical tests, psychological and assessments(s) that you might be required to undergo
- Our management of any complaint, investigation or inquiry in which you are involved
- Any person with a lawful entitlement to obtain the information

Your personal information will only be disclosed to our clients or service providers overseas if it is directly related to your application for recruitment, upon your approval, or where we deem them to operate in accordance with the Australian Privacy Principles (APPs) within the Privacy Act 1988 (Cth), the New Zealand Privacy Act 1993, the Personal Data Protection Act 2012 (PDPA) in Singapore and the Personal Data (Privacy) Ordinance in Hong Kong.

Storage and Security of your Personal Information

We will take measures to ensure your personal information is protected from unauthorized access, misuse or alteration. Your personal information is stored in our secured electronic CRM database. With your permission we will hold your information for 3 years from the date of receipt.

Access to Your Personal Information

We take all reasonable steps to ensure that personal information that we hold about you is accurate. You are able to contact us at any time to access your information to correct it if it is wrong, please note we will ask for proof of identity when doing so.

Contacting Gough Recruitment

For all queries relating to changing, accessing or to make a complaint about the way Gough Recruitment handles your personal information, contact us on +61 2 9362 8500 or syd@goughrecruitment.com.au

Completing and signing our privacy policy and consent forms as required

Help us serve you better by allowing us to look for employment opportunities and recommend you to potential employers when we find these opportunities. Without your consent we are unable to proceed with your application or request for job opportunities through Gough Recruitment.