

# Skillinvest

## Privacy Policy

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<b>Approval:</b>	Any updates or amendments to this policy must be approved by the Skillinvest Senior Management Group



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# SKILLINVEST LIMITED PRIVACY POLICY

## **Skillinvest's Privacy Commitment**

Skillinvest is committed to protecting the privacy of the information given to us regarding our employees, students and clients, and complies with the Australian Privacy Principles (see Attachment A). This document explains how Skillinvest collects, stores, maintains, uses and discloses your personal information within the business.

## **What We Do**

Skillinvest is a quality provider of employment, group training and training services. We use highly skilled staff to provide employment, group training and training services, which responds to the needs of employers, applicants and students.

Skillinvest supplies temporary, on-hired and hosted placement services to a wide range of businesses in many industries.

Skillinvest also provides career development, training, assessment and certification, outsourcing and administrative services.

## **Your Personal Information**

Personal information which may be gathered by Skillinvest includes name, date of birth, contact details, qualifications, work history, skills, resume, salary/benefit information, driver's licence number and other interests.

Skillinvest may also collect sensitive information (for example, health information) with your consent. If you choose not to provide Skillinvest with particular information, we may not be best placed to provide the service you have requested.

## **How We Collect, Hold and Manage Your Personal Information**

Skillinvest collects personal information only by lawful and fair means, which may include:

- Directly from you when you provide information by telephone or in documents such as an application form, registration/enrolment form or resume
- By contacting your nominated referees
- From clients to whom services are supplied as part of our contracting businesses
- By searching publicly available information (eg. the internet)

The privacy of your personal information is important to us. All information is stored securely either electronically or paper based with security to ensure your privacy.

Information is kept up to date annually.

## **How we Use Your Personal Information**

The personal information Skillinvest collects from you will be used in our recruitment, training and contracting services (for example, matching applicants to employer needs).

Information collected (unless specifically collected for the purpose) will not be used for direct marketing purposes.

## **Personal Information Disclosed to a Third Party**

Skillinvest will only disclose personal information about you for the purposes of recruitment or training (eg., for example, recruiting you to specific positions or on-hired services) in accordance with the Australian Privacy Principle 6 and its subclauses.

We may also disclose your personal information to the following parties:

- Consultants and representatives in all Skillinvest's businesses and departments
- You and your referees in making enquiries
- Your financial institution and others relating to your remuneration and benefits
- Government bodies and others as required/authorised by law

Due to the nature of our business we will not disclose your personal information to overseas recipients. If the need to disclose information to international parties arises we will contact you regarding this.

## **You can Access Your Personal Information**

You have the right to access your personal information, subject to some exceptions allowed by law. For security reasons, all requests must be made in writing.

## **Eligible Breach of Data**

An "eligible data breach" is either:

- Unauthorised access or disclosure of information that a reasonable person would conclude is likely to result in serious harm to any individuals to whom the information relates; or
- Information that is lost in circumstances where unauthorised access or disclosure of information is likely to occur and it can be reasonably concluded that such an outcome would result in serious harm to any of the individuals to whom the information relates.

Any eligible breaches of data will be reported to the Office of the Australian Information Commissioner (OAIC), and any parties who are at risk because of the breach, in line with legislation.

The process for notification will include

- Data breach occurs and is reported to the General Manager and CEO
- Within 30 days, a reasonable and expeditious assessment is carried out to determine if the breach is "eligible"
- Skillinvest will notify the OAIC and all individuals or organisations who data was affected or who are at risk with:
  - A description of what has occurred
  - The kinds of information concerned; and
  - The recommended next steps that individuals affected should take in response to the data breach.

## **Complaints Process**

You have the right to lodge a complaint with us regarding any perceived breaches of privacy regarding your personal information. Complaints need to be made in writing and will be followed up in a reasonable time by a company representative.

## **How to Contact Us**

If you have any questions in relation to privacy or feel the information we hold is incorrect and wish to amend this, please contact us. You can do this in writing to us at:

CEO, Skillinvest, PO Box 930 HORSHAM VIC 3402 or download information from our website at [www.skillinvest.com.au](http://www.skillinvest.com.au)

## **References**

Privacy Act 1988

Privacy Amendment (Notifiable Data Breaches) Act 2017

Privacy Amendment (Enhancing Privacy Protection) Act 2012

Australian Government Privacy Fact Sheet 17 – Australian Privacy Principles

## **Attachments**

Australian Government Privacy Fact Sheet 17 – Australian Privacy Principles

### **Skillinvest Diversity and Inclusiveness Clause:**

Skillinvest values and promotes diversity, fairness and inclusiveness in the workplace and is committed to ensuring workplace diversity and inclusiveness through establishing proactive strategies, policies and procedures. Skillinvest aims to ensure that all employees, clients, business partners and stakeholders are treated with respect, dignity and fairness to ensure Skillinvest promotes inclusiveness and positive working relationships.

Skillinvest is committed to recognising the value of diversity and inclusiveness in the workplace and ensures that work practices promote equal opportunity and are non-discriminatory.