

## Data Collection Policy

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Written by: Gillian Emond  
Approved by: Gillian Emond

Plexus does not collect personal or sensitive information unless it is necessary for the performance of our tasks or functions

### **Definition of personal information**

Personal information is any information or an opinion (whether true or not) about you. 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 your possible work placements.

Personal information includes sensitive information as defined in privacy legislation. It could include, for example, relevant information about your health status or information obtained lawfully via a criminal history check.

Under privacy laws we only collect personal information if it is necessary for the performance of one or more of our tasks or functions and, subject to the exceptions set out in privacy law, we would not collect sensitive information without your consent.

### **Who is authorised to collect your personal information**

Your personal and sensitive information will be collected by Plexus Medical Recruitment staff for the sole purpose of placing you in a suitable medical post.

### **How to contact us**

If you wish to contact us about your personal information you should contact:

Gillian Emond  
Managing Director  
Plexus Medical Recruitment  
PO Box 162,  
Canterbury Victoria 31260  
Phone: (03) 9836 0655 Fax: (03) 9011 9717  
E-mail: [gillian@plexusrecruitment.com.au](mailto:gillian@plexusrecruitment.com.au)

### **How your information will be collected**

Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration.

Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;

- we receive the report of any verbal interview;
- we receive performance feedback (whether positive or negative);
- we receive any complaint from or about you in the workplace;
- you provide us with any additional information about you.

### **How your Information will be used**

Your personal and sensitive information may be used in connection with:

- your actual or possible work placement;
- our assessment of your ongoing performance and prospects;
- any registration assessment (including specialist college, visa, medical registration board) that you might be required to undergo;
- our identification of your training needs;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

### **Your personal information may be disclosed to the following:**

- potential and actual clients of Plexus Medical Recruitment
- referees;
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- our contractors and suppliers – e.g. our I.T. contractors and database designers
- any person with a lawful entitlement to obtain the information

If you do not give us the information we seek:

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work;

Subject to some exceptions, which are set out in the National Privacy Principles (Principle 6 – Access and Correction) and the Plexus Privacy Policy, you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.