



## Privacy Policy

The National Privacy Principles established by the Privacy Act 1988 apply to Plexus Medical Recruitment. This policy refers to information collected from candidates and/or clients registered with Plexus.

### Type of personal information held

Personal information that we collect and hold usually falls into the following categories:

- Personal Information (including qualifications, positions held, appointments and contact details) submitted and obtained from the candidate / client.
- Information obtained to assist in providing services for the candidate including reference checking, results of the verbal interview process and email correspondence.
- Complaints and compliments about candidates/clients.
- Information obtained to assist in managing client / candidate relationships

### Primary purposes for which we hold personal information

Plexus Medical Recruitment primarily holds personal information for the following:

- Matching of candidate attributes to currently vacant posts
- delivery of information about vacant posts to the candidate
- discussion with a client of the suitability of a candidate for a specific post
- the verification of qualifications and identity checking as a screening tool for the various registration authorities involved in the process.
- Recruitment of suitable candidates
- Client and business management
- marketing

### Disclosures

Plexus Medical Recruitment may disclose your personal information for the purposes for which it is primarily held or a related secondary purpose.

We may disclose your personal information where we are under a legal duty to do so, including circumstances where we are under a lawful duty of care to disclose information.

Plexus Medical Recruitment will seek authorisation in writing prior to the release of any information that has not been designated to that specific purpose.

All data will be held in a secure environment that ensures that no unauthorised persons will have access to personal information of the candidates or clients.

#### Access

Subject to some exceptions that are set out in the National Privacy Principles, you can gain access to the personal information that we hold about you.

We do refuse access if it would interfere with the privacy rights of other persons or if it breaches any confidentiality that attaches to that information.

If you wish to obtain access to your personal information you should contact our Privacy Co-coordinator. You will need to be in a position to verify your identity.

We might impose a moderate charge in providing access. Our Privacy co-coordinator would discuss this with you.

You should also anticipate that it may take a little time to process your application for access as there may be a need to retrieve information from storage and review information in order to determine which information may be provided.

#### Inquiries and Complaints

You can make further inquiries or complaints about our privacy policies to the RCSA Privacy Co-coordinator whose contact details are:

Gillian Emond  
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)

You can also make complaints to the Office of the Federal Privacy Commissioner.