

CBC Staff Selection

Privacy Collection Notification for Candidates

CBC Staff Selection values your privacy and is committed to protecting the personal information you provide to us. This notification explains how we collect, use, and disclose your personal information in connection with your job application and potential employment placements.

What Information We Collect

We may collect the following types of personal information about you:

- ▲ Name, contact details, and identification information.
- ▲ Work experience, qualifications, and professional accreditations.
- ▲ Aptitude test results and other assessments.
- ▲ Work performance reports from employers where we have placed you.
- ▲ Referee details and feedback.
- ▲ Right to work information and criminal history (where required by law or employer policy).
- ▲ Any additional information relevant to your job application.

If you browse our website, we do not collect information that identifies you personally. However, we may collect data related to your visit for analytical purposes.

For more details, please refer to our [Privacy Policy](#).

Who Collects Your Personal Information?

Your personal information is collected by CBC Staff Selection for its own intended use. CBC Staff Selection is addressed at;

- ▲ Level 1, 55 Spence Street, Cairns 4870
- ▲ Level 1, 51 Sturt Street, Townsville 4810

Your personal information will be securely stored at CBC Staff Selection at Level 1, 55 Spence Street, Cairns 4870. Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by our staff members, or in the Cloud when we are using cloud storage or cloud-based services.

How to Contact Us

If you have any questions about your personal information or wish to access or correct it, please contact us at support@cbcstaff.com.au.

Information We Collect from Others

We collect personal information about you from other people including referees, previous employers, professional registration authorities or educational institutions, who may be in a position to provide us with information that we may use to assess your suitability to be placed in or continue in positions that you may be offered.

If we reasonably believe that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety we are responsible, we may collect relevant personal information (including health information) that will allow us to manage that risk.

We may also collect personal information about your work performance from employers with whom we have placed you. We would use the information to manage our post-placement



obligations, including managing any candidate replacement guarantee which we might be required to honour.

Legal Requirements for Collecting Personal Information

Some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration, labour hire licensing laws, public health laws, and laws for the protection of certain classes of people (such as children or the elderly) may require that we collect certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position/s for which you may be applying.

The following Australian laws require or authorise our collection of personal information from you:

- ▲ Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth);
- ▲ Private Employment Agents (Code of Conduct) Regulation 2005 (Qld);
- ▲ Work Health and Safety Act 2011 (Cth);
- ▲ Fair Work Act 2009 (Cth); and

There may be cases where our duties require us to obtain and disclose certain types of personal information relevant to specific jobs. When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.

What Happens If You Do Not Provide Your Information?

If you choose not to provide the required personal information:

- ▲ We may be unable to assess your suitability for employment.
- ▲ We may be unable to place you in work.
- ▲ We might decline to represent you in your job search.

How We Use Your Information

Your personal information may be used for:

- ▲ verification of your identity and right to work in Australia;
- ▲ our assessment of your suitability for registration with us;
- ▲ the necessary validation (including from appropriate third-party sources) of your resume, C.V., nominated references, or stated qualifications, experience, training or abilities. Where we require third party validation, we will tell you how we propose to obtain it;
- ▲ your actual or possible work placement;
- ▲ your performance appraisals;
- ▲ any test or assessment (including medical tests and assessments) that you might be required to undergo;
- ▲ our assessment of your ongoing performance and prospects;
- ▲ our identification of your training needs;
- ▲ suggestions we may make to you, whilst you remain registered with us, for further training in connection with work of the type that you are seeking through us;
- ▲ any workplace rehabilitation in which you and we are involved;
- ▲ 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;
- ▲ any reference that we may give concerning your work;
- ▲ our statutory compliance obligations;
- ▲ payroll functions;
- ▲ determining what (if any) fees may be payable by our clients in respect of your actual or potential work placements.
- ▲ For details on direct marketing or additional purposes, refer to our Privacy Policy.



Who We Disclose Your Information To

We may disclose your personal information to:

- ▲ Prospective employers and clients for job placement purposes.
- ▲ Referees and third-party background screening providers.
- ▲ Insurance providers and professional registration bodies.
- ▲ Government and regulatory agencies (where required by law).
- ▲ Technology and payroll service providers.
- ▲ Any person or entity with a lawful entitlement to the information.

Overseas Disclosure of Personal Information

In most cases, we do not disclose reference information overseas. However, if a candidate is being considered for employment with an overseas-based organisation (e.g., in Papua New Guinea), some personal information may be shared. If this applies to you, we will seek your consent before disclosing your information.

Accessing and Correcting Your Information

You have the right to:

- ▲ Request **access** to your personal information.
- ▲ Request **corrections** if any of your details are inaccurate.
- ▲ For more details, see our **Privacy Policy**.

Electronic Transactions & Security

We use secure electronic and hard copy methods to collect and store personal information. However, electronic transactions carry some risks. You should take appropriate steps to protect your personal data when using online services.

For more details, please refer to our **Privacy Policy**.

Final Acknowledgment

By continuing with your job application, you acknowledge that you have read and understood this Privacy Collection Notification and consent to the collection, use, and disclosure of your personal information as described.

Thank you for trusting CBC Staff Selection with your personal information.