

Scope and Commitment

Adaps Pty Ltd is committed to implementing the requirements of the Privacy Act (Privacy (Private Sector) Regulations 2001). As a part of our quality management system auditing, the requirements of this Act shall be audited for compliance and, where necessary, corrective action taken.

The details below are those relevant to Adaps' business and they are not in any way intended to limit Adaps' compliance to the full requirements of the Act.

Information Type, Collection, Use and Disclosure

Adaps collects relevant information from candidates / individuals for the primary purpose of job placement.

Candidates, via their resumes and/or other correspondence, volunteer such information and, unless otherwise expressed by the candidates, it is assumed that candidates do so with the knowledge that such information would be passed on to prospective employers. It is Adaps' policy to inform the candidate of prospective employers, or any other recipients, that would receive such information.

Similarly, referees and past employers nominated by candidates are contacted for information on past performance as necessary. Unless otherwise expressed by the candidates, it is assumed that candidates do so with the knowledge that Adaps or prospective employers would gather such information from referees and past employers.

The consequence of candidates withholding information from relevant parties may result in the candidates not being successful in job placement.

Results of psychometric tests, competence tests and interview results are also collected by Adaps.

It is Adaps' policy to ensure that candidates are aware of when they provide information to Adaps, by way of displaying the Adaps name. Similarly, Adaps shall ensure that a candidate's information is obtained directly from the candidate. Where information is obtained from indirect means, where it is likely that the candidate is not aware of it or has not consented to it, Adaps shall ensure that that candidate shall be made aware of it and consent obtained prior to proceeding any further with that information.

Data Quality and Security

Adaps shall ensure that information entered into Adaps' database is exactly as provided by the candidate and free of errors or inaccuracies.

All information collected shall be stored in Adaps database, which shall have restricted access to prevent unauthorized modification or disclosure and be electronically backed-up to secure against data loss.

Adaps shall destroy or permanently de-identify any candidates' personal information no longer required.

Access and Correction

It is Adaps' policy to provide access to the information gathered on a particular person, provided that the person concerned requests it; unless, Adaps sees fit to exercise a reason stated in the Act for not providing access. In the latter case, Adaps shall provide explanation to the person concerned.

Where a candidate has established that the information is not accurate, complete or up-to-date, then Adaps shall take reasonable steps to correct the information.

Where Adaps disagrees with the candidate on this matter, and if the candidate request that the information be associated with a statement claiming the information to be not accurate, complete or up-to-date, then Adaps shall take reasonable steps to do so. Reasons shall be provided to candidates where Adaps has refused to correct personal information.

Identifiers

For the purpose of anonymity and security, Adaps shall not adopt identifiers of candidates provided, or used, by other sources. Where it is necessary to have identifiers, other than the candidates' names, Adaps shall develop its own identifiers.

Privacy Contact Officer

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