



**EDWIN
GEORGE
MERCHANT**

EXECUTIVE SEARCH AND RECRUITMENT
www.egmpartners.com.au

Privacy

We pride ourselves on the management of your personal information and abide by the National Privacy Act.

We apply the definition of personal information contained within the Privacy Act 1988 and the Australian Privacy Principles.

What this means to you

When providing us with information, individuals have a right to know:

- type of personal information collected and held;
- purposes for which the information is collected;
- how the information is collected;
- how the information is held;
- access and correction;
- who may the information be disclosed to;
- complaints procedure

Personal and sensitive information will be collected from you on the following conditions:

- You complete a registration form for work or for a position advertised by us either through our website or when attending our office for an interview
- You visit our website
- We receive a reference about you
- We receive results of enquiries that we might make with former employers, work colleagues, professional associations and registration organizations and educational institutions
- We receive results of any psychometric, skills, competency and medical tests or police checks
- We receive performance feedback
- We receive any complaint about you in the workplace
- You provide additional information about you
- Your host employer provides us with timesheets signed by you
- You provide legal documentation including banking, taxation, superannuation, proof of entitlement to work in Australia
- We receive any information about a workplace accident or incident in which you are involved
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved

Personal information will be collected from you directly when you contact EGM and/or submit a resume and/or provide any other information in connection with your application.

We will not disclose personal information to persons outside of EGM without your permission, except under circumstances whereby we are under lawful duty to disclose information.

If you wish to learn more about our privacy commitment or discuss a complaint about our policies please do not hesitate to contact us.

