

Privacy Policy

This document sets out the policy and procedures of Fortune Search and Selection in relation to the handling and management of personal and sensitive information.

Fortune Search & Selection respects the privacy rights of all individuals in the workplace. Fortune Search & Selection is committed to ensuring that all directors and staff involved in the management of Fortune Search & Selection comply at all times with their obligations under the Privacy Amendment (Private Sector) Act 2000.

National Privacy Principles (NPP)

Fortune Search & Selection is bound by the NPP introduced December 21, 2001. Under the NPP, an organisation is only entitled to collect personal information where that information is necessary for one or more of its functions or activities; and must only collect that information by lawful and fair means and not in an unreasonably intrusive way.

Information Held

Fortune Search & Selection currently holds some information in relation to its employees, temporary staff, contractors and other workplace participants. This information includes, but is not limited to:

- Tax file numbers
- Candidate information submitted and obtained from the Candidate and other sources in connection with applications for employment;
- Information documenting the work history of workplace participants (such as their letter of appointment and bank account details as well as records of any salary adjustments, work performance information, salary sacrifice documents and leave entitlements).
- Information obtained to assist in managing client and business relationships;

There are a variety of reasons why Fortune Search & Selection is required to hold this information. Some of the reasons include:

- Ensuring that both Fortune Search & Selection and any workplace participants are meeting their obligations under relevant legislation as well as their contract of employment;
- Placement operations;
- Staff management;
- Training;
- Client and business relationship management;
- Marketing;
- Ensuring the health, safety and welfare of all workplace participants at times when they are performing work for Fortune Search and Selection; and
- Allowing appropriate insurance cover for these workplace participants.

Procedures for Collection, Management, Use and Disclosure of Information

1. Collection of Information

- 1.1 Information will only be collected with the consent of all workplace participants. All candidates registering for employment through Fortune Search & Selection will be asked to sign a verification and consent clause.
- 1.2 Information will only be collected that is necessary in order for Fortune Search & Selection to carry out its work.
- 1.3 Information will only be collected in a fair and lawful manner.

2. Management and Use of Information

- 2.1 All candidates will be informed why we are collecting information about them and who else we might give it to. A copy of this policy and procedure will be made available to all workplace participants.
- 2.2 Fortune Search & Selection will use or disclose personal information for the primary purpose of collection.
- 2.3 All employees are to take reasonable steps to ensure the personal information we collect, use or disclose is accurate, complete and up-to-date. This may require updating the information from time to time.
- 2.4 All current candidates' hard copy files are to be kept in the filing room or in Consultants "work in progress" files. All placed candidates' files will be archived in a security storage area. All candidate files that are no longer needed will be disposed of via the shredder or security bins provided.

3. Disclosure

- 3.1 Information relating to candidates will only be disclosed to potential employers if deemed as relevant. Relevant information may include, but is not limited to:
 - Relevant education and training
 - Skills
 - Test results
 - Memberships
 - Interests
 - Career summary (employment history)
 - References
 - Salary/hourly rate expectations
 - Current job options
 - Availability to start
- 3.2 Access to the above information is limited to a "need to know" and/or consent basis.

- 3.3 We may disclose your personal information for the purposes for which it is primarily held or for a related secondary purpose. In some cases we may only disclose information with your consent. 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.

4. Compulsory Release of Information

There may be circumstances where Fortune Search & Selection is contacted in relation to the compulsory release of some of the above information. For example, as a result of Fortune Search & Selection supplying the Australian Taxation Office (ATO) with an employee's tax declaration, a statutory body such as Centrelink or the Child Support Agency may require us to release relevant information to their authority. In such cases Fortune Search & Selection is obliged to comply with the request, without necessarily seeking the employee's permission.

5. Complaints and Contact Details

Anyone who feels that there has been an unwarranted invasion of their privacy should contact Fortune Search & Selection's Privacy Officer who can be contacted on 1300 660 575.

Further information about the NPP or Fortune Search and Selection's policies relating to privacy issues can be obtained from the Privacy Officer.

6. Access to Personal Information

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 others 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 Officer as you will need to be in a position to verify your identity. 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 what information may be provided to you.



7. Respecting your Internet privacy

If you visit an area of the Fortune Search and Selection website to which you are not required to log on in order to read, browse or download information, Fortune's systems may record the date and time of your visit, the pages visited and any information downloaded. Fortune's systems will not record any information that would identify you personally. If you complete the email form on our website, the information that you enter into the form will only be collected if you actually submit the form.

8. IP Address

Fortune's website servers gather your IP address to help diagnose problems with our service, to administer our site, and to gather broad demographic information. Demographic information is gathered in aggregate only and cannot be traced to an individual user.

9. User Feedback

Fortune Search and Selection welcomes ideas and feedback from you about all aspects of the site. Fortune Search and Selection stores feedback that users send to us. This feedback is used to administer and refine our service, and, at times, may be shared with staff either in aggregate form or with specific identifying characteristics (i.e. email address, name) removed. We may also use the information and ideas you send us to improve or promote the site, but we will not publish your name in association with any information you provide without contacting you and gaining your permission.

10. How secure is your information?

We attempt to keep our server secure and free from unauthorized access and use, by enforcing physical security at the premises in which the server is located, and by using industry standard technological measures to prevent unauthorized remote access to the server.

Unfortunately, no server on the Internet or any data transmission over the Internet can be guaranteed to be 100% secure. Despite our best efforts to keep our server and transmissions to and from our server secure, we are unable to absolutely guarantee security and there will always be a risk of unauthorized access to your information. Although we will take all reasonable steps to keep secure any information that we hold about you, we will not be held responsible for events arising from unauthorised access to such information.