

PRIVACY STATEMENT

EMPLOYMENT CANDIDATES¹

1. PERSONAL INFORMATION¹ COLLECTED

1.1 We have asked that you provide information which is of a personal nature in the attached form. The Federal Privacy Act 1988 requires us to provide you with information about our management of that Personal Information.

2. PURPOSE OF COLLECTION

We are collecting Personal Information about you for the purposes of enabling us to assess the quality of your application for the employment you have applied for.

3. ACCESS

3.1 In the event that you are unsuccessful in your application for employment with us you may access the Personal Information we hold about you in accordance with our Privacy Statement. In the event that you become an employee of the organisation, access to your employment records is regulated by our human resources policy.

4. DISCLOSURE

4.1 The organisations, or types of organisations, to which we usually disclose Personal Information are:

- (a) The Australian Taxation Office
- (b) Other governments departments as required by law
- (c) Previous employers for the purpose of checking employment history and to undertake reference check
- (d) Police Check

5. CONSEQUENCES OF REFUSAL

5.1 If you do not consent to us collecting the personal information or provide us with Personal Information about you, we may not be able to properly determine whether you are the most suitable and meritorious candidate for the employment.

6. HOW TO CONTACT US

6.1 If you have any questions or require further information, please contact us at Cabanda Care Inc, 59 John Street, Rosewood, Queensland 4340, Telephone (07) 5464 2392 or Fax (07) 5464 2003, Email info@cabanda.org.au

Signature..... Date.....

¹ Personal Information means information, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from that information, regardless of its source.