

## Privacy Policy

### INTRODUCTION

People Check Pty Ltd ("PeopleCheck") provides background checking and validation services and is engaged by its clients to validate the skills, qualifications, experience and background of potential employees. We are under an obligation to keep a candidate's information confidential and not to use it for any other purpose other than background screening and validation.

PeopleCheck will validate some or all of the information provided by candidates to their potential employer, or to PeopleCheck directly, for the purpose of assisting our clients assess the candidate's application for employment or appointment. PeopleCheck may use the information provided by candidates to apply to government agencies or other sources for validation of their information.

Depending on the background checks required by the Employer and information the candidate supplies in various forms and documentation, PeopleCheck may validate a candidate's employment history and references, education, professional qualifications and memberships, residency, immigration status, criminal records, claims, judgements, current and previous directorships, and other public records.

### PERSONAL AND SENSITIVE INFORMATION

#### What is "personal information"?

Personal information is any information or an opinion (whether true or not) about a person. It may range from the very sensitive (e.g. criminal history) to the everyday (e.g. address and telephone number). It would include the opinions of others about a candidate's work performance (where true or not), work experience and qualifications and other information obtained by PeopleCheck in connection with a candidate's background. When PeopleCheck validate a candidate's background, it may receive additional information relevant to the employment application which verifies or adds to the information about the candidate.

#### What is "sensitive information"?

Sensitive information is a special category of personal information. Sensitive information can, in most cases, only be disclosed with a candidate's consent. It is information or opinion about an individual's:

- Y racial or ethnic origin;
- Y political opinion;
- Y membership of a political association or religious beliefs, affiliations or philosophical beliefs;
- Y membership of a professional or trade association or membership of a trade union;
- Y sexual preferences or practices;
- Y criminal record; and
- Y health or disability (at any time).

Personal and sensitive information provided by candidates, and any other personal information collected during PeopleCheck's enquiries may become part of a candidate's employment record should they subsequently be employed or appointed.



## **PURPOSES FOR COLLECTING INFORMATION**

PeopleCheck collects information about a candidate for the purpose of providing a Validation Report to the client who has engaged us. In most cases, PeopleCheck will require a candidate's consent to collect, store, disclose and use personal and sensitive information about them and this may be done through a variety of methods including: application and validation forms; consent forms; and authority statements. This consent also requires candidates to agree for PeopleCheck to release information collected to the client who has engaged us.

PeopleCheck relies on the accuracy of the information provided to us by the candidate and client in their application, validation forms and other documentation, for the purposes of conducting our enquiries. Our primary purpose is to validate the information we receive from the candidate and to ascertain whether there is other information which is relevant. We rely on the information provided by candidates, clients and third parties and use all reasonable means to verify the accuracy and completeness of information, statements and opinions made available to us during our enquiries.

## **HOW WE STORE PERSONAL INFORMATION**

PeopleCheck will physically and electronically store the results of enquiries and a copy of the Validation Report, as well as personal information provided by candidates, in the strictest of confidence, accessible only to authorised PeopleCheck staff. We will also provide our client with a copy of our report through our secure website, or by email, fax or hard copy. Our clients will only be given access to information that has been collected on their behalf.

## **HOW YOU CAN GAIN ACCESS TO YOUR INFORMATION OR CORRECT IT IF IT IS WRONG**

Subject to some exceptions which are set out in the National Privacy Principles (Principle 6 – Access and Correction), candidates have a right to see and have a copy of personal and sensitive information about them held by PeopleCheck. If candidates are able to establish that personal or sensitive information that PeopleCheck hold about them is not accurate, complete and up-to-date, we will take reasonable steps to correct it.

If PeopleCheck are unable to agree that personal or sensitive information held about a candidate is accurate, complete and up-to-date, a candidate may request a statement is included with the information that claims that particular information is not accurate, complete and up-to-date. If candidates wish to exercise their rights of access and correction they should contact our Privacy Officer using the contact details below. Personal information will only be released to candidates directly, unless we are provided with a written, signed authority to provide it to a third party.

In some cases PeopleCheck may impose a moderate charge for providing access to personal or sensitive information. We will not charge you simply because you lodge a request for access.

## **CONTACT US**

If you wish to contact us about your personal or sensitive information you should contact our Privacy Officer in writing:

Privacy Officer  
People Check Pty Ltd  
PO Box 280  
SALAMANDER BAY NSW 2317

Email: [validate@peoplecheck.com.au](mailto:validate@peoplecheck.com.au)