



PRIVACY COLLECTION STATEMENT

What your "personal" information is:

Personal information is any information or an opinion (whether true or not) about you. It may range from the very sensitive (e.g. medical history or condition) to the everyday (e.g. address and phone number). It would include the opinions of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible work placements. Personal information includes sensitive information.

What "sensitive" information is:

Sensitive information is a special category of personal information. It is information or opinion about your:

- membership of a professional or trade association or membership of a trade union;
- criminal record;
- health or disability (at any time);

Sensitive information can, in most cases, only be disclosed with your consent.

Who will be collecting your "personal" and "sensitive" information

Your personal and sensitive information will be collected by Origin Healthcare for its own use and on behalf of other members of the Origin Healthcare Group who might require access to your personal and sensitive information in connection with your work placements.

The other members of the Origin Healthcare Group are:

- Mantech Systems Pty Ltd (A.C.N. 006 749 373)
- Origin Healthcare Pty Ltd t/as Nursing Australia (A.C.N. 007 141 531)
- Nursing Care Services Pty Ltd (A.C.N. 083 162 967)
- Medistaff Nursing Agency Pty Ltd (A.C.N. 099 509 752)
- Origin Health Support Services P/L (A.C.N. 095 434 003)
- Origin Education Services Pty Ltd t/as Skilled Education (A.C.N. 079 182 782)
- Prosafe Personnel Pty Ltd (A.C.N. 085 603 363)
- Locumitis Pty Ltd (A.C.N. 006 578 034)

How to contact us

If you wish to contact us about your personal or sensitive information you should contact:

PAULINE MARSH
PRIVACY OFFICER
TELEPHONE CONTACT (03) 9429 9753
E-MAIL CONTACT: pauline.marsh@originhealthcare.com.au
FAX CONTACT: (03) 9425 9591

during normal office hours which are 9.00am - 5:00pm Monday - Friday

How your information will be collected

Personal and sensitive information will be collected from you directly when you fill out and submit one of our registration forms or any other information in connection with your application to us for registration. Registration may occur by telephone, in an interview or over an Internet site.

Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body;
- we receive the results of any competency or medical test;
- we receive performance feedback (whether positive or negative);
- we receive any complaint from or about you in the workplace;
- we receive any information about a workplace accident 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;
- you provide us with any additional information about you.

Your information will be used

Your personal and sensitive information may be used in connection with:

- your actual or possible work placement;
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- our identification of your training needs;
- any workplace rehabilitation;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.
- checking your Job Seeker eligibility and recording your work activity with members of the Origin Healthcare Group on Australian Job Search (www.jobsearch.gov.au)

Your personal and sensitive information may be disclosed to

- potential and actual employers and clients of Origin Healthcare;
- referees;
- other members of the Origin Healthcare Group;
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- a Workers Compensation body;
- our contractors and suppliers - e.g. our I.T. contractors and database designers;
- any person with a lawful entitlement to obtain the information.

If you do not give us the information we seek

If you do not give us the information we seek:

- we may be limited in our ability to locate suitable work for you;
- we may be limited in our ability to place you in work;

You can gain access to your information to correct it if it is wrong

Subject to some exceptions which are set out in the National Privacy Principles (Principle 6 - Access and Correction), you have a right to see and have a copy of personal and sensitive information about you that we hold.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

If we are unable to agree that personal or sensitive information that we hold about you is accurate, complete and up-to-date, you may ask us to place with the information a statement by you that claims that particular information is not accurate, complete and up-to-date.

If you wish to exercise your rights of access and correction you should contact our Privacy Officer, whose details are shown above.

In some cases we 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.

Privacy Statement

Your privacy obligations

In the course of completing placements, you will access personal and sensitive information regarding patients, the facilities you work at and the Origin Healthcare Group.

The Privacy Principles we extend to you, must be adhered to by you with regard to:

- Patient personal and sensitive information
- Facility personal and sensitive information
- Origin Healthcare Group personal and sensitive information

It is a condition of your agreement to work through the Origin Healthcare Group that you agree to observe this.

Your consent to collection use and storage of your personal and sensitive information

I, (print name) _____

Of (print address) _____

have read and understood each of the statements in this Collection Statement and voluntarily consent to:

- personal and sensitive information about me being collected by you as indicated above;
- personal and sensitive information about me being used as indicated above;
- personal and sensitive information about me being disclosed as indicated above.

Please sign this section in the presence of the consultant:

Signature

Signature: _____ Date: _____

Witness Details

Witness Name: _____
Witness Address: _____

Witness Signature: _____ Date: _____