



mecca.
RECRUITMENT GROUP

Privacy Policy

Introduction

Mecca Recruitment Group Pty Ltd manage personal information in accordance with the Privacy Act 1988 and Australian Privacy Principles.

We only collect information that is reasonably necessary for the proper performance of our activities or functions.

Australian Privacy Principles Entity

Mecca Recruitment Group Pty Ltd manages personal information, as an APP Entity, under the Australian Privacy Principles (APPs).

Information Flow

When we collect your personal information:

- we check that it is reasonably necessary for our employment agency
- we check that it is current, complete and accurate. This will sometimes mean that we have to cross check the information that we collect from you with third parties;
- we record and hold your information via Jobadder.com.au
- we retrieve your information when we need to use or disclose it for the purpose of recruitment.
- At that time, we check that it is current, complete, accurate and relevant. This will sometimes mean that we have to cross-check the information that we collect from you with third parties once again - especially if some time has passed since we last checked.

Kinds of information that we collect and hold

The type of information that we typically collect and hold about candidates is information that is necessary to assess amenability to work offers and work availability; suitability for placements; or to manage the performance in work obtained through us and includes:

- Work history
- Working rights
- References
- Personal information such as name, phone number, address and email
- Photo ID such as Passport or Drivers License

How your personal information is collected

Personal information will be collected from you directly when you apply for a position on an online job posting platform, fill out and submit one of our application forms or any other information in connection with your application to us for work.

We may also collect personal information about you from a range of publicly available sources including Social Media platforms such as LinkedIn.

When we collect personal information about you from publicly available sources for inclusion in our records we will manage the information in accordance with the APPs and our Privacy Policy.

Photos & Images

We do require a photo ID such as a Passport to confirm your identity and working rights. We will store this information securely.

Our Information Record System

Provide a description of your Information Record System including information about:

- Jobadder.com.au which provides a secure cloud-based server.
- Microsoft Office 365 Business which provides a secure cloud-based server.

Disclosures

We may disclose your personal information for the purposes of Recruitment .

We may disclose your personal information where we are under a legal duty to do so. Disclosure will usually be:

- internally
- to our Clients
- to Referees for suitability and screening purposes.
- to our contracted service providers, insurers, professional advisors and others with a proper interest in receiving your personal information for a lawful related purpose.

Related Purpose Disclosures

We outsource a number of services to contracted service suppliers (CSPs) from time to time. Our CSPs may see some of your personal information. Typically, our CSPs would include:

- Legal and other professional advisors;
- Insurance brokers, loss assessors and underwriters;
- Background checking and screening agents;
- Payrolling company

We take reasonable steps to ensure that terms of service with our CSPs recognise that we are bound by obligations to protect the privacy of your personal information and that they will not do anything that would cause us to breach those obligations.

Access Policy

If you wish to obtain access to your personal information you should contact our Directors. You will need to be able to verify your identity.

Complaints

You have a right to complain about our handling of your personal information if you believe that we have interfered with your privacy.

If you are making a complaint about our handling of your personal information, it should first be made to us in writing.

You can make complaints about our handling of your personal information to our Directors, whose contact details are Rachel Funnell and Sara Arara, 03 8595 6713.

You can also make complaints to the Office of the Australian Information Commissioner through the Commission's website and the means set out there.

Complaints may also be made to RCSA the industry association of which we are a member.

When we receive your complaint:

- We will take steps to confirm the authenticity of the complaint and the contact details provided to us to ensure that we are responding to you or to a person whom you have authorised to receive information about your complaint;
- Upon confirmation we will write to you to acknowledge receipt and to confirm that we are handling your complaint in accordance with our policy.
- We may ask for clarification of certain aspects of the complaint and for further detail;
- We will consider the complaint and may make inquiries of people who can assist us to established what has happened and why;
- We will require a reasonable time (usually 30 days) to respond;
- If we believe that your complaint may be capable of some other solution we will suggest that solution to you, on a confidential and without prejudice basis in our response;

If the complaint cannot be resolved by means that we propose in our response, we will suggest that you take your complaint to any recognised external dispute resolution scheme to which we belong or to the Office of the Australian Information Commissioner.