



*The Local Government
Staffing Specialists*

LOGO Management Resources National Privacy Principles

LOGO Management operates under Principles as set out in Federal Privacy Legislation. The following collection statement details how information which you provide to LOGO Management will be used, who will handle that information and what you can do if you wish to access that information at some time in the future.

Personal Information

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 may include the opinions of others about your work performance (whether true or not) and qualifications, aptitude test results and other information obtained by us in connection with possible work placements. Personal information includes sensitive information.

Sensitive Information

Sensitive information is a special category of personal information. It is information or opinion which can include:

- racial or ethnic origin;
- political opinion;
- membership of a political association or religious beliefs, affiliations or philosophical beliefs
- membership of a professional or trade association or membership of a trade union
- sexual preferences or practices;
- criminal record;
- health or disability (at any time); and/or
- expressed wishes about the future provision of health services.

It includes personal information collected to provide a health service. 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 LOGO Management staff for their own use and on behalf of other members of LOGO Management who might require access to your personal and sensitive information in connection with your work placements.

The other members of LOGO Management who may need to access your information are payroll and administration staff.

How to contact us

If you wish to contact us about your personal or sensitive information you should contact the consultant of LOGO Management with whom you have been dealing during normal office hours, ie 9.00 a.m. - 5.00 p.m. Monday to Friday (EST).

Our contact details are:

Phone: 1300 305170

Fax: 1300 305171

Email: mail@logo.com.au

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 (either in written form and/or via completion of the internet registration form) or when you supply us any other information in connection with your registration.

Personal and sensitive information will also be collected when:

- we receive any reference about you;
- we receive results of enquiries that we may 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, disciplinary matter, criminal matter, inquest or inquiry in which you are involved; and/or
- you provide us with any additional information about you.

How 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 may 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; and/or
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

Who will your information be disclosed to

Your personal and sensitive information may be disclosed to:

- potential and actual employers and clients of LOGO Management;
- referees;
- other members of LOGO Management;
- 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 IT contractors and database designers; and/or
- 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; and/or
- 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/or up-to-date, we will take reasonable steps to correct the information so it is accurate, complete and/or up-to-date.

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

If you wish to exercise your rights of access and correction you should contact the consultant with whom you are dealing on the phone and fax numbers listed above.

In some cases we may impose a moderate charge for providing access to your personal or sensitive information. We will not charge you simply because you lodge a request for access. Where possible we will action your request as soon as possible, but all requests will be actioned within 14 days of receipt of that request.

For more information, please contact LOGO Management of 1300 305 170.