

FLEXITECH

PRIVACY STATEMENT



PRIVACY STATEMENT / POLICY

INTRODUCTION

Flexitech Group Pty Ltd is an independent, wholly owned Australian Company, dedicated to personnel recruitment and placement in the areas of CAD/CAM/CAE for the Australian Automotive, Aircraft and associated industry.

To confirm our commitment to privacy regulations and to ensure the privacy of personal information, we have outlined our policy abiding by all laws under the National Privacy Principles established by the Privacy Act 1988 and its amendments.

Personal Information collected

Personal information that Flexitech Group collects and hold are as follows:

- *Information submitted by candidates (Resume / CV / Job Application, candidate & contractor's name, mailing address, telephone number, e-mail address, career history and relevant information regarding your career. This information is collected via telephone, traditional mail, fax and email.)*
 - *Timesheets - Hours worked each week / fortnight whilst contracting at the host client. This information is obtained from individual contractors, signed by contractors and approved by host clients.*
 - *Referee information concerning past work and experience of candidates and contractors. This information is collected via telephone, email and site visits.*
 - *Service / Performance review of contractors.*
- As a means of keeping the lines of communication open between Flexitech Group, host clients and contractors, work performance, leave taken and related incidents in the workplace are noted.*

Purpose for which the information is collected:

- *The personal information collected is used for the purposes of personnel recruitment and placement for both contract and permanent positions. The accuracy of the information obtained is assured as only individuals who wish to register with Flexitech Group submit their resumes; therefore assuring the accuracy, completeness and reliability of data obtained.*
- *The authorised and signed Timesheets obtained are for the purposes of invoicing host clients and accurate payment of contractors*
- *Debtor information for the management of our debtor's account and receivable payments.*

Recipients of the information collected.

The host clients are the recipients of the data collected and the data is only submitted to a host client with permission from the candidate.

Resumes submitted to host clients contain a CONFIDENTIALITY clause to abide by NNP4.i.e an organisation must take reasonable steps to ensure the security of the information, guard it from unauthorised access and destroy the information when it is no longer required.

Our accounting consultants and financier see some personal information as part of their services in the management of our debtor accounts and receivable payments.

How the information is protected.

All necessary and reasonable steps are taken to protect the information on our systems, such as password protected and data limited to only authorised Flexitech Group Staff. Information is stored in a combination of secure computer storage facility, paper base files and other records.

Information transmitted over the internet cannot be guaranteed as completely secure, therefore Flexitech Group cannot warrant total security of information coming to us via the net.

Your personal data or resume information is not given /used by a third party. Host clients are requested to safeguard the information given to them by Flexitech Group and to destroy it after completion of the recruitment process.

CORRECTING AND UPDATING YOUR INFORMATION

In accordance with NPP3 and in order to keep the information accurate, please contact us should there be a change in your circumstances and the information will be updated.

ACCESSING YOUR INFORMATION

You can gain access to your information on request by telephoning or by contacting us on the email address or postal mail.

For further information regarding the National Privacy Principles see the internet site – www.privacy.gov.au