

M.A.D.RECRUITMENT PRIVACY

M.A.D.Recruitment is committed to protecting the personal information of its employees and potential employees. At M.A.D.Recruitment we take the necessary steps to ensure our commitment to your privacy:

We ensure that the personal information collected, used or disclosed is accurate, complete and up-to-date. We protect the personal information we hold from misuse and loss and from unauthorised access, modification or disclosure.

We destroy or permanently de-identify personal information if it is no longer needed for any purpose for which the information may be used or disclosed.

We inform our employees and potential employees as to what sort of personal information we hold, for what purposes, and how we collect, hold, use and disclose that information.

On request our employees can access the information held about them except where providing access would have an unreasonable impact upon the privacy of other individuals.

In the event that an employee is able to establish that the information held about them by M.A.D Recruitment is not accurate, complete and up-to-date, we will take steps to correct the information. Should the two parties be unable to agree on whether the information is accurate, the employee may ask M.A.D Recruitment to support the information with a statement claiming that the information is not accurate, complete or up-to-date.

In the event that M.A.D.Recruitment denies access to or refuses to correct personal information, reasons will be given.

M.A.D.Recruitment will only disclose personal information about employees or potential employees to clients in the course of attempting to place said employees in casual, contract or full-time employment.

Should M.A.D.Recruitment be contacted by external organisations to provide references for previous or current employees, it shall be assumed that the employee has given the external organisation permission to contact us. In the event that a reference is provided, verbal or written, the person to whom it refers is entitled to request access to the information provided.

IN ADDITION TO THE ABOVE POLICY, M.A.D.RECRUITMENT IS BOUND BY AUSTRALIA'S NATIONAL PRIVACY PRINCIPLES (NPP'S). WE ALSO REQUIRE THAT OUR CLIENTS, IN RECEIVING INFORMATION OF A PERSONAL OR SENSITIVE NATURE APPLY THESE PRINCIPLES TO SUCH INFORMATION.