

Collection Statement



We recognise that information you provide to us is of a personal and private nature. We do not collect personal or sensitive information unless it is necessary for the performance of our tasks or functions. We take care to respect your privacy and comply with the privacy legislation.

It is a strong company policy not to send your resume to an employer without discussing it with you first and receiving your permission.

What your personal information is

Personal information is any information or an opinion (whether true or not) about you. It could 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 as defined in privacy legislation. It could include for example, relevant information about your health status or information obtained lawfully via a criminal history check.

Under privacy laws we only collect personal information if it is necessary for the performance of one or more of our tasks or functions and subject to the exceptions set out in privacy law, we would not collect sensitive information without your consent.

Who will be collecting your personal and sensitive information

Your personal and sensitive information will be collected by Qed Actuarial (including Qed Investment & Finance), for its own use.

Some laws e.g.: taxation laws, immigration laws and recruitment agency laws might require that we collect and disclose certain types of personal information about you.

Your rights as a Candidate:

- Qed Actuarial will not charge you a fee for the purpose of finding you employment
- Qed Actuarial will not engage in misleading or deceptive conduct (such as advertising a position as being available when no such position exists or knowingly giving misleading information to you about the nature of a position); and
- if you believe that Qed Actuarial has acted inappropriately you may contact the Department of Fair Trading for information on possible action that may be taken

How to contact us

If you wish to contact us about your personal or sensitive information you should contact us at qed@qedactuarial.com.au or at the address below during normal office hours which are 9:00 am to 5:00 pm.

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.

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);
- you provide us with any additional information about you.

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

- your actual or possible work placement;
- any career advice discussions we have with you.

ABN 64 062 276 519

Collection Statement



Your personal and sensitive information may be disclosed to...

- potential and actual clients of Qed Actuarial;
- referees;
- other members of Qed Actuarial;
- 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...

- 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 Jenny Lyon at the location below.

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.

You consent to collection, use and storage of your personal and sensitive information.

I.....(Full Name)

of.....(Address)

who can be identified by

.....(further information)

have read and understood each of the statements in the 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.

SIGNED:.....

DATE:.....

Witness.....

Witness name and Address

.....

ABN 64 062 276 519