

- Archivists
- Records Managers
- Information Managers
- Knowledge Managers
- Business Analyst

PRIVACY POLICY

Your Privacy is important to us. This statement explains things you need to know about the privacy of your information.

Personal and Sensitive Information

(RIMS) Record Information Management Solutions Pty Ltd is committed to protecting your Personal and Sensitive Information and ensuring that it is handled responsibly, in accordance with the Privacy laws, including the National Privacy Principles contained in the Privacy Act 1998.

How your Information is Collected

As part of the RIMS recruitment process Personal and Sensitive Information will be collected from you:

- During an interview or consultation;
- When you submit an application, resume or complete our forms;
- Visit our website;
- Each time we contact you.

Personal and Sensitive Information may also be collected when we receive:

- Any reference about you;
- Results of inquiries that we might make of your former employers, work colleagues, educational institutions, professional associations or registration body;
- The results of any competency or medical test; performance feedback (whether positive or negative);
- Any complaint from or about you in the workplace;
- Any information about a workplace accident in which you are involved;
- Information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- Additional information provided by you.

In relation to the collection of information regarding references, we will not approach any referees without your prior specific permission.

How your information will be Used

Your Personal and Sensitive Information will be used in connection with:

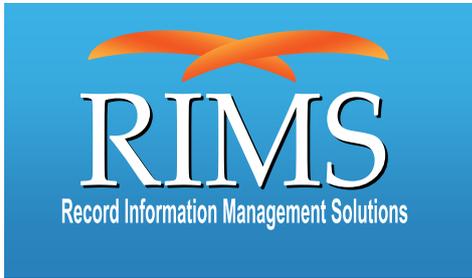
- assessing or effecting your actual or possible work placement;
- your performance appraisals;
- our assessment of your ongoing performance and prospects;
- our management of any complaint, investigation or inquiry in which you are involved;
- any insurance claim or proposal that requires disclosure of your personal or sensitive information.

When you visit the RIMS web site, we may record anonymous information such as the date and time of your visit, the server/IP address, which site was visited and the information viewed and/or downloaded. The information gathered cannot be directly matched to an individual and is only used for administration and statistical purposes such as error logging. The information cannot tell us anything about you; it can only tell us about how you used our web site. This information can help us determine which areas of our web site are most beneficial to our visitors. No attempt is made by RIMS to identify users or their browsing activities. RIMS makes every effort to make the internet secure on our own systems and we will strive to protect data transmitted to us over the Internet. However because such transmissions cannot be guaranteed to be 100% secure, we do not warrant the security of Personal and Sensitive Information transmitted in this way.

How your information may be disclosed

For RIMS to complete its Recruitment process effectively your Personal and Sensitive Information may be disclosed to:

- Potential and actual employers and clients of RIMS.
- Referees.



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Web: www.rimsrecruitment.com.au
Email: rims@rimsrecruitment.com.au

- Other members of RIMS.
- 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 for example our I.T. contractors and database designers.
- Any person with a lawful entitlement to obtain the information.

RIMS will only disclose your Personal and Sensitive Information to clients for the primary purpose for which the information was collected, ie for consideration for a particular position for which you provided permission to do so. Personal and Sensitive Information supplied by you will not be revealed or be passed on to any 3rd party without your permission.

If you choose not to provide RIMS with the information we seek

The information that RIMS collects is voluntary, however please be aware that if you do not provide information sought, we may be limited in our ability to locate suitable opportunities and/or place you in work.

Gaining Access to your Personal and Sensitive Information

You can access any personal and sensitive information we hold about you however, some exceptions apply under the law. If you are able to establish that any personal or sensitive information is not accurate, complete or up-to-date; we will take reasonable steps to correct the matter. If we are unable to do so, you can complete a statement of what you believe to be the case, and we will place it on file. If you ever wish to exercise this right, please contact RIMS so the matter can be addressed.

Disposal of your Personal and Sensitive Information

When information is no longer of use to us, it will be destroy it in a manner that protects the privacy of the individual and is in accordance with the relevant legislation. Likewise, you have the option of having your details deleted from the RIMS database at any time.

Feedback

RIMS appreciates your comments and questions regarding this Privacy Policy. If at any time you believe we have handled your information otherwise than in accordance with this Privacy Policy, please notify us by e-mail at rims@rimsrecruitment.com.au or call us at 0433 593 630 or 0412 604 271, and we will use commercially reasonable efforts to investigate and remedy the matter, if deemed necessary.

Contacting RIMS

Please contact RIMS if you have a request relating to any of the following:

- if you would like to access your personal details collected by RIMS;
- if you would like RIMS to change any of your personal details;
- if you would like your personal details removed from the RIMS database; or
- any general queries relating to this Privacy Policy.

You can contact RIMS using the following details:

RIMS (Record Information Management Solutions Pty Ltd)
ABN 63 132 187 172
Level 26, 44 Market Street
SYDNEY NSW 2000

I have read and agreed to the RIMS [Privacy Policy](#) and agree not to divulge any information about our Company, Client/s and Jobs. I am also aware of the new Fair Work Act 2009 and viewed the relevant [modern award](#).

Name: _____

Signature: _____