



PRIVACY POLICY

Our commitment

At ER Group (Care Source / Executive Resource Group) we recognize that individual privacy is very important issue. We handle personal information provided by and about individuals every day. By "personal information" we mean information or an opinion about a person whose identity is apparent or can reasonably be ascertained.

We are bound by, and are committed to supporting, the National Privacy Principles set out in the Privacy Act 1988 (and the Health Privacy Principles set out in the Health Records Act).

You can obtain more information on request, about the way we manage the personal information we hold. If you seek any further information please contact us in one of the ways set out below.

Collection

In the course of providing recruitment, contracting and placement services we receive or have access to your personal information as a candidate or applicant, such as your name, contact details, qualifications, employment and work history, resumes, remuneration, memberships of associations, health information and other personal information relevant to the work you do and the positions for which you apply.

The main purpose for collecting personal information is to enable us to:

- Assess your suitability for the positions applied for or other positions we may approach you about
- Place you in permanent or temporary employment or contract work
- Manage our client relationship
- Distribute information about services, products and promotions of interest to you.

We will only collect personal information from or about you that is necessary for one or more of our functions and activities. We will only collect personal information from or about you by lawful and fair means, without being unreasonably obtrusive.

Where reasonable and practicable, we will only collect personal information directly from you. However, we may also collect personal information about you by contacting your referees and former employers and from clients for whom you are providing services. It may also be necessary for us to collect information about you from government authorities such as a police check. Once we hold personal information we will take reasonable steps to keep it accurate, complete and up-to-date.

Use and Disclosure

We will only use your personal information for the main purpose of our business, except where you consent to us using it for other purposes, or where the other purpose is related to the main purpose and you would reasonably expect us to use the personal information for that other purpose.

In order to fulfil the purpose set out above, we may provide access to your personal information to third parties with whom we have a business relationship, for example to promote you to our clients.



Access and Correction

If you ask, we will tell you what personal information we hold about you, and what we do with it. In most cases, unless an exception applies, we will facilitate access to you in the most appropriate way following receipt of your request. To protect your privacy and the privacy of others, we will need evidence of your identity before we can grant you access to information about you or change it. If we refuse access we will advise you of our reason for doing so. If you can show us that the personal information is inaccurate, we will take reasonable steps to correct it.

Security

We will take reasonable steps to protect personal information from misuse and loss, and destroy or permanently de-identify personal information we no longer need. Access to your Personal Information is restricted to employees who need it to provide benefits or services to you.

Our website: cookies and analytics

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