

Cream of the Crop takes its responsibilities for managing and collecting personal information seriously. National Privacy Principles (NPPs) 1.3 and 1.5 of the Privacy Act 1988 (Cth) (the Privacy Act) aim to make sure that individuals know who collects personal information about them, the purpose of collection and what happens to the information after it is collected. This helps give individuals some control over information about themselves. This policy is available from our office and staff upon request. Further information regarding the National Privacy Principles can also be obtained from [www.privacy.gov.au](http://www.privacy.gov.au).

This privacy collection statement forms part of the Privacy Policy for Simon Jones and Associates Pty Ltd trading as Cream of the Crop. It describes how Cream of the Crop collects and manages personal information it has about individuals who may apply for jobs, or otherwise provide personal information with the intention of obtaining employment.

Personal information is information which either directly or indirectly identifies a person. Cream of the Crop may hold the following information:

- name, address, telephone numbers
- previous employment history
- details of your qualifications, references, education and training, results from ability and personality assessments;

This information will be principally collected from the individual. However, information may be collected from third parties such as former employers and referees.

Cream of the Crop use personal information for the purposes of:

- Recruitment and assessment services provided on behalf of its clients
- Administration of services and contractual requirements under its Job Placement licence
- Resolution of complaints; and
- Inclusion of your name in reporting functions conducted for the Department of Employment and Workplace Relations (DEWR) and Centrelink.

Cream of the Crop may disclose your personal information on a confidential basis to:

- Prospective employers
- Department of Employment and Workplace Relations and Centrelink, and
- Former employers and referees.
- Organisations providing selection services to Cream of the Crop including but not limited to: psychometric assessment, medicals, initial registration in remote areas.

Cream of the Crop will take all reasonable steps to protect personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. Cream of the Crop will also take such reasonable steps as are possible to ensure that the personal information is accurate and up to date.

If at any time any individual believes that personal information held by Cream of the Crop about them is incorrect, incomplete or inaccurate then they may request amendment of it, and Cream of the Crop will either amend the information or make a record of your comment as it considers appropriate.

Any questions about this policy or any complaint regarding treatment of individual privacy by Cream of the Crop should be made in writing to the address below.

Director  
Cream of the Crop  
PO Box 1108  
GLENELG SOUTH SA 5045

Your consent to collection, use and storage of your personal information

I..... (Full Name)  
of..... (Address)

Have read and understood each of the statements in this Collection Statement and voluntarily consent to my personal information being collected, used and disclosed as outlined above.

Signed: ..... Signed ..... (Witness)  
Name: ..... Name..... (Witness)  
Date: ..... Date .....