



**MARKET U Pty Ltd  
CANDIDATE PRIVACY AGREEMENT**

**1. Outline**

This Privacy Statement outlines the way Market U Pty Ltd (ACN 106 121 948) and its employees (hereinafter referred to as "Market U" or "We") collects, holds and discloses information about you in connection with possible employment. We may disclose your personal information to our Clients now or in the future for the purpose of placing you in a suitable contract or permanent role and we shall retain your information on our file for this purpose. Market U may amend this Privacy Policy from time to time. Market U is located in Melbourne, Victoria and Sydney, NSW and is governed by, and adheres to the Privacy Amendment (Private Sector) Act 2000 of the Privacy Act 1988 (Cth), which specifies the 11 National Privacy Principles. (Ref www.privacy.gov.au). Subject to this statement, Market U shall not rent, sell, or share any of your personal information with other people, businesses or companies.

**2. Information Collected by Market U Pty Ltd**

Generally, the type of personal information we collect about you is the information included in your application or resume and where practical we collect your personal information directly from you. Market U may collect information about you, such as your name, contact details, skills, qualifications, nationality, languages spoken, professional association memberships or accreditations, interests and your employment history and past responsibilities. We may also collect other personal information.

After receipt of your resume or during our interview, we may request additional information including details of referees and references. Further, we may receive information about you, as a result of enquiries we make with former employers, work colleagues, professional associations or registration bodies. We may conduct security checks or receive the results of any tests or examinations. We may also receive performance feedback, any complaint from or about you in the workplace, information about a workplace accident involving you, any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or enquiry in which you are involved. When you attend our office for an interview or participate in a telephone interview with us, we record the information you give us either electronically or manually. Where practicable, the purpose for which we collect personal information and the consequences of not providing it, will be made clear at the time of collection. If you do not supply the information required we may be limited in our ability to locate suitable employment for you and place you in work.

**3. How we use your information**

Market U will use the personal information we collect for the purpose described at the time of collection, or otherwise as set out in this Statement. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law.

Generally we will only use and disclose your personal information:

- to establish and maintain your relationship as a Candidate of Market U;
- to determine your suitability for actual or possible work placement;
- to pay you for work completed;
- for the provision of training needs, performance appraisals or workplace rehabilitation;
- to keep you informed of new developments we believe may be of interest to you;
- to third parties (with your prior consent) where we have retained those third parties to assist us to organise placements for you.

We may use your personal information to advise you of events that we think may be of interest to you such as newsletters, invitations to seminars or business functions and general information about Market U (eg change of contact details). If you prefer not to receive this information please advise us.

**4. Disclosure**

Market U uses the information you supply to us to place you in suitable employment. The information we collect from you is for the sole purpose of job placement and is strictly confidential. With your consent, we may disclose elements of your personal information to potential employers, clients who may wish to engage your services as a contractor or temporary employee, organisations that conduct tests, referees, a workers' compensation body and suppliers of services to us or our related entities.

**5. Access to your information**

You may access the personal information that Market U holds about you unless we are legally authorised to refuse your request. If you wish to change personal information that is out of date or inaccurate, please contact Market U. After notice from you, we will take reasonable steps to correct any of your information which is inaccurate, incomplete or out of date.

**6. Security**

Market U will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date. Personal information is stored in either electronic form in a highly secure database or in paper files in a locked cabinet within a secure building.

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

I, ..... have read, understood and accept this Statement and voluntarily consent to personal and sensitive information about me being collected, used and disclosed by Market U as indicated above on ..... 20.....

Signed ..... Signed for and on behalf of **Market U Pty Ltd** .....

By completing and returning this application form you agree to Market U using and disclosing your information as set out above. This consent to the use and disclosure of your personal information remains valid unless you alter or revoke it by giving notice in writing to Market U Pty Ltd.