



**GEE Project Consulting Pty Ltd**

ABN: 56 009 549 544

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## **Privacy Collection Notification & Consent**

GEE Project Consulting Pty Ltd (GEE) will need to collect personal information about you. Personal information may range from the sensitive (e.g. relevant medical history or criminal history) to the everyday (e.g. address and phone number). GEE may collect the opinions of others about your work performance your work experience and qualifications, aptitude test results and other information in connection with your possible work placements. GEE will only collect information that is reasonably necessary for the performance of GEE functions or activities.

**GEE does not collect or use personal information for the purposes of unlawful discrimination. GEE do not collect personal information just because GEE considers that it could be useful at some future stage if GEE has no present need for it. GEE does not routinely conduct criminal history checks and only does so in order to obtain relevant criminal history with regard to particular jobs you are offered or for which you are shortlisted.**

**If you only browse GEE website, GEE does not collect information that identifies you personally, though GEE may collect information related to your visit to GEE website.**

See [GEE Privacy Policy](#) more information. [GEE Privacy Policy](#) out further information which it may be helpful for you to know.

### **Who will be collecting your personal and sensitive information**

Your personal information will be collected and held by GEE Project Consulting Pty Ltd, ABN 56009 549 544 for its own use.

Some of your personal information may be held on portable devices such as mobile phones, laptop computers or in diaries operated and held by GEE staff members.

### **How to contact GEE**

If you wish to contact GEE about your personal information at any time you should contact the Managing Director, who will reply at his earliest available free time.

### **Personal information about you that GEE collects from others**

GEE collects personal information about you from other people including referees, previous employers, professional registration authorities, educational institutions, who may be in a position to provide GEE with information that GEE may use to assess your suitability to be placed in or continue in positions that you may be offered.

If GEE reasonably believes that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety GEE is responsible, GEE may collect relevant personal information (including health information) that will allow GEE to manage that risk.

### ***Legal requirements for personal information***

Some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration and laws for the protection of certain

classes of people (such as children or the elderly) may require that GEE collects certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position/s for which you may be applying.

The following Australian laws require or authorise GEE collection of personal information from you:

- *Migration Act 1958 (C'th) and Migration Regulations 1994 (C'th);*
- *Private Employment Agents (Code of Conduct) Regulation 2005 (Qld);*
- *NOTE: Other laws may be introduced that require GEE to collect personal information. Labour hire licensing laws may shortly be introduced that require GEE to collect personal information.*

There may be cases where GEE duties require GEE to obtain and disclose certain types of personal information relevant to specific jobs. [e.g. some professional registration legislation may require the collection of certain types of information]

When requesting information of this type GEE will tell you whether the supply of that information by you is mandatory or voluntary.

### **If you do not give GEE all or part of the information GEE need**

- GEE may be limited in GEE ability to locate suitable work for you;
- GEE may be limited in GEE ability to place you in work;
- GEE might decline to represent you in your search for work or put you forward for particular positions.

### **Your personal information will be used in connection with:**

- GEE assessment of your suitability for registration with GEE;
- the necessary validation (including from appropriate third party sources) of your resume, nominated references, or stated qualifications, experience, training or abilities. Where GEE requires third party validation GEE will notify you how GEE proposes to obtain it;
- your actual or possible work placement;
- your performance appraisals;
- any test or assessment (including medical tests and assessments) that you might be required to undergo;
- GEE assessment of your ongoing performance and prospects;
- GEE identification of your training needs;
- suggestions GEE may make to you, whilst you remain registered with GEE, for further training in connection with work of the type that you are seeking through GEE;
- any workplace rehabilitation in which you and GEE are involved;
- GEE 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;
- any reference that GEE may give concerning your work;
- GEE statutory compliance obligations;
- payroll functions;
- determining what (if any) fees may be payable by GEE clients in respect of your actual or potential work placements.

### ***Your personal information may be disclosed to...***

- potential and actual employers and clients of GEE;
- referees;
- a person who seeks a reference about you;
- GEE 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;
- GEE contractors and suppliers – e.g. GEE payroll services providers, I.T. contractors, internet service suppliers and database designers, some of whom may be off shore;
- a parent, guardian, holder of an enduring power of attorney (or like authority) or next of kin whom GEE may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you;
- any person with a lawful entitlement to obtain the information;
- Government bodies

### ***Disclosure of your personal information to overseas recipients***

GEE is likely to disclose your personal information to overseas recipients, as defined in the [Privacy Policy](#).

[GEE Privacy Policy](#) contains information about how you may access personal information that is held by GEE and seek correction of that information.

### ***Electronic Transactions.***

GEE conducts transactions electronically as well as in hard copy and by face to face measures. It is important that you understand that there are risks associated with the use of electronic technologies and the use of the internet and you should take all appropriate steps to protect your personal information. Please see GEE Privacy Policy for further information.

### **Consent in cases where required**

I [Insert full name]

Of [insert address]:

who can be identified by [Insert reference document against which identification can be confirmed]

have read and understood each of the statements in this Collection Notice and Consent to Electronic Transactions and have had sufficient opportunity to read and understand GEE's [GEE Privacy Policy](#) luntarily consent to:

1. personal information about me being collected by you as indicated above;
  2. personal information about me being used as indicated above;
  3. personal information about me being disclosed as indicated above;
  4. engaging in electronic transactions with regard any matter connected with the purposes for which my personal information may be used or disclosed as indicated above. \_\_\_\_\_
  5. \_\_\_\_\_
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Signed