

	Policy Manual P2 People HRMS	Issue Date:	June 2018
		Issue Status:	Issue 5
		Authorised By:	Peter O'Brien, CEO
Section F – Employment Standards			

F.5 (a) Collection Statement for OMC Employees & Job Applicants

Related Policies	<ul style="list-style-type: none"> ▪ Code of Conduct ▪ Privacy Policy ▪ Social Media
Related Documents	<ul style="list-style-type: none"> ▪ Australian Privacy Principles
Attachments	<ul style="list-style-type: none"> ▪ Nil

1. We need to collect personal information (including health information) about you to: (i) assist us to conduct our business functions; (ii) allow us to manage the protection of your health and safety in the workplace; (iii) enable us to undertake our recruitment processes; and (iv) comply with relevant State and Federal law and government regulations and any applicable privacy laws that we are subject to. This information is collected by us from a number of sources, for example, you provide us with information when you complete employment forms. In other cases, we may obtain personal information (not including health information) from previous employers or referees nominated by you. In the case of health information, we only collect this information from you.
2. By providing your personal information to us, you agree that it will be used and disclosed by OMC International in accordance with the terms of our Privacy Policy, as updated or amended from time to time, which can be accessed at [\(Privacy Policy\)](#)
3. If you do not agree, you must not provide your personal information to us. If you do not provide your personal information to us, we may not be able to complete our recruitment processes (in the case of job applicants), or otherwise, we may not be able to carry out functions critical to your employment with us (for example, by managing your health and safety in the workplace where you have a medical condition which is relevant to your employment with us)
4. We may disclose your personal information to third parties in connection with the purposes described above in paragraph 1. However, in the case of health information, we will only disclose this information where: (i) you have consented to such disclosure; or (ii) such disclosure is required or permitted by law.
5. The OMC International Privacy Policy contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy, and how we will deal with that complaint.

Where to go for more information

Australian Privacy Principles 2014 - www.oaic.gov.au

Legislation

Privacy Act 1988 (Cth) - www.comlaw.com.au

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth) – www.comlaw.gov.au

Victoria

Information Privacy Act 2000 (VIC) – www.legislation.vic.gov.au

Western Australia

Privacy Act 1988 (WA) – www.slp.wa.gov.au

OMC International ONLY:	
Document:	Privacy Policy
Last Date Issued:	June 2018
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Developed by:	Shave Human Resources
Authorised by:	Peter O'Brien, Chief Executive Officer

RECORD OF REVISIONS:				
Revision	Date	Section	Page	Details
Issue 1	October 2013	All	All	Original
Issue 2	May 2014	1 & legislation	1 & 3	Updated with legislative changes as per Executive Summary May 2014
Issue 3	May 2015	Administrative only		Refer Executive Summary 1 May 2015
Issue 4	May 2016	Administrative only		Refer Executive Summary 1 May 2016
Issue 5	June 2018	All	All	See Table of contents. Work front number 106209