

Privacy Statement and Consent Form

Personal Information

At LTQ Engineering Pty Ltd, we are committed to protecting your personal information. We will only use your personal information for the purposes of assessment for the job that you have applied for.

You have a right to access your personal information held by us and, if necessary, to have that information corrected, updated or made more complete.

What does your personal information include?

Personal information means information or an opinion, concerning you and your performance history. Personal information may include your contact details, references, opinions about your work experience or performance, results of occupational or psychological testing and any other information obtained by LTQ in relation to the assessment.

How will your personal information be used?

Your personal information will be used by us in connection with assessment of capability potential through interviews, written assessments and psychological testing.

To whom will your personal information be disclosed?

Interpretative reports based on your responses to questionnaires and psychological assessments will be disclosed to:

- the selection panel for the job(s) which you have applied
- other persons involved in the job suitability assessments, and
- any person with lawful entitlement to obtain the information.

As we have a public interest and duty to co-operate with law enforcement agencies and an ethical obligation to prevent any threat to life, health or safety of any person, we may have to disclose your personal information for such purposes.

Data quality

The personal information collected from you at the time of your application for employment and initial interview is assumed by LTQ to be accurate, complete and up to date.

Data Security

We have taken reasonable steps to protect your personal information from misuse or loss or unauthorised access. We hold your personal information in computers and paper based files and other records. These facilities and records are located on site.

Premises are secured by passkey security access, computer records are secured by password access and paper-based files are secured under lock and key at all times. Our policy is to maintain your personal information for a minimum period of five years after receipt.

Your right to access your personal information

Within the Privacy Act, 2001, you have a right to have access to personal information collected by LTQ. However, there are exemptions to this right of access. For example, we are not required to provide you with access where a request:

- is frivolous or vexatious
- concerns information relating to existing or anticipated legal proceedings between LTQ and an applicant
- would reveal intentions in relation to negotiations with you in such a way that it would prejudice those negotiations
- is made prior to conclusion of the assessment process
- requires access that would be unlawful, including access to the private information of other applicants
- would be likely to prejudice the prevention, investigation and prosecution of any criminal offence or seriously improper conduct.

If you require access in order to correct information, you will need to establish the information that you have previously provided was not accurate, complete or up to date.

We will then take reasonable steps to correct that information so that it is accurate, complete and up to date.

If we are in disagreement with you as to whether the personal information is inaccurate, incomplete or not up to date, you will need to provide statements as what you say is the correct information. If you wish to exercise your right of accessing correction, please contact us.



Your consent

I

.....
(Insert Full Name)

of

.....
(Insert Address)

have read and understood the above Privacy Policy and consent to my personal information being:

- collected by LTQ Engineering Pty Ltd in accordance with the above
- used by LTQ Engineering Pty Ltd in accordance with the above.
- disclosed by LTQ Engineering Pty Ltd in accordance with the above.

Signed:

Date:

Print Applicant's Name

Date:

Print Applicant's Name

Witness Signature:

Print Witness Name

ID sighted (note number)