



Cornerstone HR

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Privacy Statement and Consent

Cornerstone HR (ABN: 37 145 074 102) is committed to protecting the privacy of all the individuals it deals with. It is bound by the National Privacy Principles, as set out in the Privacy Act 1988 and other applicable privacy legislation. Where appropriate, Cornerstone HR will handle your personal information relying on the related bodies corporate and employee exemptions in the Privacy Act and other applicable exemptions in other legislation. Cornerstone HR collects your personal information (which may include sensitive and health information) from you or third parties (such as referees, past employers, professional or registration bodies).

Such information may include:

- Personal details such as address and contact details
- Work experience, qualifications, aptitude test or competency test results
- Current and past performance feedback
- Relevant medical history or information about any workplace accidents in which you were involved, and
- Relevant information from insurance investigations, professional disciplinary or registration matters or litigious or criminal proceedings or inquiries.

We use your information to assist us in finding and maintaining suitable work placements for you.

If we do not collect the personal information then it may limit our ability to assist you in this way.

Generally, we will (unless otherwise required or authorised by law) only disclose your personal information to third parties for the purposes mentioned above or for related purposes.

This may include disclosure to:

- Potential employers
- Related companies of Cornerstone HR
- Potential referees, past employers and work colleagues, professional associates or registration bodies (in order to obtain relevant work history or qualifications)
- Insurers and statutory bodies (such as workers' compensation bodies)
- Job Network organisations and Government Agencies, or
- Superannuation Funds

Your personal information may also be seen by contractors that we engage to provide services to us (such as IT contractors, database designers or recruitment consultants)

In the course of using or disclosing your personal information as described above, it may be necessary to transfer your personal information outside the State or Territory in which Cornerstone HR collected your information.

You have certain rights to access personal information that Cornerstone HR holds about you under the Privacy Act and other applicable legislation. You can find out more about how to do this by contacting the Director of Cornerstone HR. In some cases we may impose a moderate charge for providing access.

Privacy Consent

I agree that my personal information (including sensitive and health information) can be collected, used, transferred and disclosed by Cornerstone HR as contemplated by this Privacy Statement and Consent. Furthermore, I declare that the information provided to Cornerstone HR in my application document is true and accurate to the best of my knowledge.

I agree that Cornerstone HR may conduct background checks on my personal details in support of my application for employment. These checks include, but are not limited to, employment verification and reference checks, work visa status checks, licence checks, police clearances (where necessary) and vocational, academic / professional qualification verification.