

Privacy Policy

1. In this Policy Statement the word 'You' means candidates who seek employment through our Company and the word 'We' means Dawson McDonald & Associates Pty Ltd.
2. Employers retain us to find suitable candidates to fill a variety of roles. To do this we must be able to collect personal information about the candidates and supply this information to the prospective employer.
3. We are bound by the National Privacy Principles, contained in the Privacy Act 1988, governing the collection, use, disclosure and security of personal information.
4. We will only collect and keep information that is required to help you gain employment.
5. We will treat all personal information as strictly confidential.
6. We will only collect information about you from third persons with your prior consent.
7. We will only provide your personal information to a prospective employer with your permission, after telling you the name of that employer.
8. We will only use your personal information in connection with your future employment, unless required by law to do otherwise.
9. When we supply your personal information to a prospective employer we will ask them to treat it as "Strictly Confidential" and remind them of the requirements of the Privacy Act.
10. We will take reasonable steps to protect the security of your personal information from misuse, loss or unauthorised access. Our staff is required to respect the confidentiality of your information and your privacy.
11. When we no longer require your information we will take reasonable steps to destroy it.
12. Subject to the exceptions detailed in the Privacy Act, you may seek access to the personal information that we hold about you by contacting our Privacy Officer –
John Dawson
Ph: (03) 9602 4858
Fax: (03) 0602 4677
E-mail: john@dawson-mcdonald.com.au
13. We will require you to verify your identity and specify what information you require. A fee will be charged for access and you will be informed of the likely cost in advance.

