



Privacy with Ccentric

Ccentric is committed to safeguarding your personal information and confidentiality.

Personal information is collected from you as a result of the recruitment process in a number of ways, e.g. through your resume, interview questioning, telephone conversations, reference checking, background checking or skills/psychological/medical tests.

“Personal information” is defined as data such as your contact details (mobile number, email address, etc) and career history. It also includes reference data, results of psychometric and medical tests, and results of background checks as well as any other information obtained by us in connection with your possible placement in a position.

“Sensitive information” is a special component of “personal information” and includes: racial/ethnic origin, political opinion &/or membership, religious belief, trade union memberships, sexual preferences, criminal record, health or disability. Any sensitive information will at all times be handled in accordance with anti-discrimination legislation. Sensitive information can, in most cases, only be disclosed with your consent.

The primary purpose for which your information will be used is in relation to possible placement in a new employment position. Secondary purposes could include: analysis of test results (including medical tests and assessments) identification of training needs; workplace rehabilitation; management of any complaint, investigation or inquiry in which you are involved; or client/candidate business relationship management. During the recruitment process, data about you may need to be disclosed to any of the following: employers, staff members & clients of Ccentric; referees; our insurers; a professional association or registration body with a proper interest in the disclosure of personal & sensitive information; a Workers’ Compensation body; our contractors & suppliers e.g. our I.T. contractors, or any person with a lawful entitlement to obtain the information.

We have taken appropriate steps to ensure that your information is secure and only accessible to those mentioned and only when relevant. We retain this information for an indefinite time unless you specifically request otherwise.

Contact us at:

Phone: 02 9232 1634
Fax: 02 9232 1977
Email: wayneb@ccentrichealth.com
Address: Level 6, 92 Pitt Street, Sydney NSW Australia 2000

We may levy a moderate charge to cover our costs for providing access to personal or sensitive information.



Privacy Collection Form (to be completed and returned to Ccentric)

If you are proceeding with an active expression of interest for a position via Ccentric, please fill in this Privacy Collection Form and return to us by:

- Scanning the signed copy and emailing it to careers@ccentrichealth.com
- Mail to Ccentric, Level 6, 92 Pitt St, Sydney NSW 2000, Australia
- Fax to +61 2 9232 1977

I understand that the personal information referred to above is any information or an opinion (whether true or not) about me, which may range from the very sensitive (e.g. my medical history or condition) to the everyday (e.g. my address and telephone number). It may include the opinions of others about my work performance (whether true or not), or work experience and qualifications, aptitude test results, and any other information obtained by Ccentric in connection with my possible placement into suitable work.

I also grant permission for Ccentric to contact universities, colleges or other relevant authorities to verify my secondary and tertiary qualifications and/or professional societies and associations to verify my membership and good standing.

I undertake that I will not hold Ccentric, its consultants or any third party (including, but not limited to a referee, a former employer, or a client of Ccentric) liable for any detriment that might arise from the communication of any personal information collected about me. I authorise Ccentric to communicate the details of this undertaking to any third party to whom it may relate, acknowledging that Ccentric, its consultants, and such third party may rely upon my undertaking and act upon it. I acknowledge that my undertaking may be relied upon to stop me from bringing a claim or proceedings in connection with the disclosure of personal information about me.

Your signature below confirms your consent to our collection, storage, use and disclosure of your personal (and sensitive information) as outlined above. You also declare that the information you have provided in your resume, interview and other information in support of your application is true and accurate to the best of your knowledge.

I,(FULL NAME)
of (ADDRESS) have
read & understood this Privacy Collection Statement and voluntarily consent to personal &
sensitive information about me being collected, stored, used & if appropriate disclosed as
indicated above.

SIGNED (and dated) / /