

# Privacy Statement and Consent Form

## PRIVACY ACT COMPLIANCE

This document incorporates the amendments to the National Privacy Principles which came into effect on the 14<sup>th</sup> September 2006, to ensure the responsible handling of any personal information that you provide. In order to comply with those National Privacy Principles established originally by the *Privacy Act 1988*, we ask that you read this information carefully and retain a copy of this document for future reference.

This document explains why and how we collect personal information and how we maintain and use that information. It also provides some detail about your privacy rights along with our general rights and obligations in relation to the personal information we keep on record. Only information that is required for our professional purposes will be sought and collected.

## PERSONAL INFORMATION

Personal information is any information about you. It may range from everyday information, like your name and contact details, to more sensitive information, like medical history. It could include other's opinions about you (e.g., your physical condition), your work experience, qualifications, or aptitude test results. Sensitive information can only be disclosed to nominated parties **with your consent**. Sensitive information is collected in strict accordance with the National Privacy Principles and includes information collected to provide a health service. In the case of psychological assessment this will include the results of your assessment.

## COLLECTION OF INFORMATION

The information obtained during your psychological assessment is collected for the purpose of preparing an assessment summary that will be used for SEICCC purposes. The assessment will be used to assess suitability for undertaking a role within the SEICCC emergency environment. Other necessary information might include SEICCC specific information (e.g. role description and application), in the case of recruitment, and information from other sources (e.g. referee). This assists us in ensuring that data collected is as **accurate, relevant, up-to-date** and **complete** as possible.

The information gathered from this appraisal may also be used for research purposes and statistical analysis to enhance the reliability of this assessment process. To ensure you cannot be personally identified during research, your data will be made anonymous by deleting your name and other identifying information.

## DISCLOSURE OF INFORMATION

The assessment reports for hub Agents will be held by SEICCC for the purposes of assessing suitability for SEICCC roles (Agent and/or Supervisor). The contents of the assessment report will only be made available to those individuals responsible for managing the SEICCC during its actual operations. The actual information disclosed will only be that which may impact on individual welfare and support during an activation.

Summary assessment reports for those staff who assist the SEICCC within their normal work environments in Service SA, Super SA and SA Water will be made available to specified persons responsible for SEICCC in those agencies.

## DATA SECURITY

SEICCC takes all reasonable steps to protect your personal information from misuse, loss, unauthorised access, modification and disclosure. Safety measures in place to protect your privacy include:

- Secure office storage allowing only authorised personnel access to your information;
- Computerised databases requiring a log-in and password to gain access;
- Staff bound by a confidentiality agreement regarding company and client information;
- Secure methods to destroy or de-identify personal information as soon as the law permits and provided that the information is no longer needed by us.

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## ACCESS TO YOUR INFORMATION

In accordance with the Freedom of Information Act you can personally gain access to your assessment information by contacting SEICCC although, because of the evaluative nature of the material obtained, you may not necessarily have full access to the results in detail, as per National Privacy Principles legislation. To access the latest version of this document go to [www.comlaw.gov.au](http://www.comlaw.gov.au). However, you are entitled to feedback on your results. SEICCC will be able to provide a summary report to you at the time you are advised of suitability for the role.

If further in depth feedback is required this service might attract a fee and if provided by a psychologist it will be consistent with the Australian Psychological Society's [www.psychology.org.au](http://www.psychology.org.au) recommended rate. The feedback session should be with a qualified person to prevent misinterpretation of psychological data. SEICCC are unable to meet the costs for in depth feedback.

However, when an assessment has been conducted for recruitment or selection purposes, consistent with Schedule 3, Section 6(f) of the National Privacy Principles, access to psychological data is only available after the outcome of your candidacy is known, in order not to interfere with the selection process.

## HOW TO CONTACT US

If you wish to contact us about matters concerning your personal or sensitive information you should contact SEICCC at [seicccadmin@sa.gov.au](mailto:seicccadmin@sa.gov.au).

For more information on privacy, go to the Office of the Federal Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au) or contact their Hotline on 1300 363 992.

## CONSENT

I \_\_\_\_\_  
(Full Name)

of \_\_\_\_\_  
(Address)

\_\_\_\_\_ @ \_\_\_\_\_  
(Email – for feedback)

on this day \_\_\_\_\_  
(Date)

have read, understood and accept each of the statements in this document and consent to personal and sensitive information about me being collected, used and disclosed by you as indicated above.

\_\_\_\_\_  
(Sign)

WITNESS

SIGNED for and on behalf of [Company Name]:

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Print Name)