



PRIVACY STATEMENT

THIS PRIVACY STATEMENT RELATES TO:

Forsythes Management P/L ATF **HUNTER PERSONNEL TRUST** (ABN 39 989 989 064)
FORSYTHES MANAGEMENT PTY LIMITED (ACN 126 175 157)
Forsythes Management P/L ATF **FORSYTHES SERVICES TRUST** (ABN 76 254 235 331)
FORSYTHES (ABN 68 725 581 812)

WHY DO WE COLLECT YOUR INFORMATION?

We collect personal information about you for a variety of reasons, depending upon the particular company or division that you deal with in our group. Broadly, we require your information to accurately and effectively provide you with the relevant service(s) that you have requested from us.

This may include one or more of the following:

- Providing professional business and financial services and/or advice, completion of taxation returns, development of financial plans or strategies, assistance with business recovery action, litigation support, providing audit services.
- Assistance in finding you permanent or temporary employment.
- To provide you with computer hardware and/or software suitable to your requirements
- To provide you with training specific to your needs.

Some of the personal information we collect is necessary to meet the requirements of taxation, superannuation, corporation and/or family law.

WHAT IF YOU CHOOSE NOT TO PROVIDE US WITH THIS INFORMATION?

We only ask for information that is necessary for us to provide the service(s) that you request of us. Should you choose not to provide the information that we request, we may not be able to provide you with some of these services.

WILL WE DISCLOSE YOUR INFORMATION TO OTHERS?

We will only disclose your personal information to other people or organisations for the purposes outlined in this statement. Depending upon the particular service(s) we are providing to you, and where appropriate, we may disclose your personal information to, or collect it from:

- Government departments
- Legal and other professional advisers
- Potential employers
- Trustees and administrators of superannuation plans or eligible rollover funds
- Your employer, or a previous employer
- Personal and/or business referees
- Workers compensation insurers
- Any other Party with your written consent.

YOU CAN REQUEST ACCESS TO YOUR INFORMATION

Subject to some exceptions that are set out in the National Privacy Principles (Principle 6 – Access and Correction), you have the right to see and have a copy of personal and sensitive information we hold about you. Should you wish to request access to your information, our contact details are shown at the end of this document.

If you are able to establish that personal or sensitive information that we hold about you is not accurate, complete and up-to-date, we will take reasonable steps to correct it so that it is accurate, complete and up-to-date.

PHOTOGRAPHIC CONSENT

Depending on the nature of employment you are applying for, Forsythes may wish to take and store a digital image of you to keep attached to your file. For high volume employment categories, having your image on file will assist recruitment consultants to recall the details of your interview. The image may also be used to create a professional profile that we can present to potential employers / clients when referring you to them for employment opportunities.

Whilst this is beneficial, it is not essential. Please tick one of these boxes to indicate whether or not you consent to having your photo taken and used for the sole purposes described above:

Yes, I consent No, I do not consent

SMS AND EMAIL CONSENT

Depending on the nature of employment you are applying for, Forsythes may wish to send you an SMS or email about future employment opportunities with Forsythes. This service will not be used for marketing purposes. Please tick one of these boxes to indicate whether or not you consent to receiving SMS and emails from Forsythes for these purposes:

Yes, I consent to receive SMS No, I do not consent to receive SMS

Yes, I consent to receive emails No, I do not consent to receive emails

PLEASE NOTE:

- Forsythes Recruitment will not charge a job seeker a fee for the purpose of finding the job seeker employment.
- Forsythes Recruitment will not engage in misleading or deceptive conduct (such as advertising a position as being available when the agency knows no such position exists or knowingly giving misleading information to a job seeker about the nature of a position).
- If a job seeker believes that Forsythes Recruitment has acted inappropriately, the job seeker may contact the Department of Fair Trading for information on possible action that may be taken.

I declare that I have read and accept the above Privacy information outlined by Forsythes Recruitment.

CANDIDATE NAME:

DATE OF BIRTH:

SIGNATURE:

DATE: / /

CONTACT DETAILS

Privacy Officer
C/- FORSYTHES
Level 5, Hunter Mall Chambers
175 Scott Street, Newcastle NSW 2300
Telephone (02) 4926 2699
Facsimile (02) 4929 1435
Email - newcastle@forsythesrecruitment.com.au

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Facsimile (02) 4353 5300
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