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# PRIVACY COLLECTION STATEMENT

Privacy Collection Statement V5 09.12.2015 - 1

In accordance with the *Australian Privacy Principles*, the following information is provided:

The organisation collecting your personal information (if applicable) is **JSB Occupational Health & Safety Agency Pty Ltd** which can be contacted by telephone on **1300 371 381**, by email at [admin@jsb.com.au](mailto:admin@jsb.com.au), or in writing to **JSB Occupational Health & Safety Agency Pty Ltd PO BOX 14 Black Rock VIC 3193**.

## Access

You may request access to your personal information that we have collected through recruitment.

## Purpose

The primary purpose for the collection of your personal information is to consider you for employment with **JSB Occupational Health & Safety Agency Pty Ltd**, both now and at any time in the future. This information will be collected via **written correspondence** and is stored **electronically**.

## Disclosure

Your personal information is not usually disclosed outside **JSB Occupational Health & Safety Agency Pty Ltd** for recruitment purposes without your permission.

## Condition

The main consequence of personal information not being provided is that we may not be able to consider you for employment with **JSB Occupational Health & Safety Agency Pty Ltd**.

## Complaints

In the case of a formal complaint about the use and/or handling of your information, **JSB Occupational Health & Safety Agency Pty Ltd** will **conduct a formal investigation and attempt to resolve the complaint**. For more information, you may also contact the Office of the Australian Information Commissioner on 1300 363 992.