

MORGAN MARINE QUALITY MANAGEMENT SYSTEM			REVISION No: 2
FORM	ACKNOWLEDGEMENT OF PRIVACY CONSENT		
DATE EFFECTIVE: 25 MAR 2014	DOC ID QMS-014	PREPARED BY: HSEQ MANAGER	APPROVED BY: COMPANY DIRECTOR

Acknowledgement to use of Personal and Sensitive Information

What is Personal Information?

Personal Information is any information about you. It may range from the very sensitive (eg. medical history or condition) to the everyday (eg. address and phone number). It would include your work experience and qualifications, and other information obtained by us in connection with your possible work placements. Personal Information includes Sensitive Information.

Sensitive Information includes information about political opinion; racial or ethnic origin; membership of a professional or trade association or membership of a trade union; criminal record, health or disability.

Personal Information and Sensitive Information are defined under the Privacy Act 1988(Commonwealth).

How will your Personal and Sensitive Information be collected?

Personal and Sensitive Information will be collected from you directly when you fill out and submit one of our application forms or any other information in connection with your application to us for employment or any subsequent engagement as an employee, casual, contractor or service provider.

Personal and Sensitive information may also be collected when:

- We receive any reference about you;
- We receive the results of any medical test;
- We receive performance feedback (whether positive or negative);
- We receive any complaint from or about you in the workplace;
- We receive any information about a workplace accident in which you are involved;
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or inquiry in which you are involved;
- You provide us with any additional information about you.

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How will your Personal and Sensitive information be used?

Your Personal and Sensitive Information may be used in connection with:

- Your actual or possible work placement with a client of Morgan Marine;
- Your actual or possible engagement with Morgan Marine as an employee, casual, contractor, consultant or service provider;
- Our assessment of your ongoing performance and prospects;
- Any test or assessment (including medical tests and assessments) that you might be required to undergo;
- Our identification of your training needs;
- Any workplace rehabilitation;
- Our management of any complaint, investigation or inquiry in which you are involved;
- Any insurance claim or proposal that requires disclosure of your personal or sensitive information

Your Consent to use of Your Personal Information

Morgan Marine recognises the importance of your privacy. We collect and hold confidentially, your Personal Information and Sensitive Information, whether provided by you or by others. We further advise that we use, disclose, and store this information in accordance with the National Privacy Principles under the Privacy Act 1988 (Commonwealth) as amended from time to time.

You acknowledge, and consent, to the disclosure, use and storage of your Personal Information and Sensitive Information by Morgan Marine for the purpose of the conduct of Morgan Marine business, including but not limited to the following:

- evaluation and checking your job application,
- conducting security and reference checks
- Making or deducting payments from employee's bank account, correspondence and making payments to ATO, correspondence and making payments to Superannuation Fund, .
- any subsequent disclosure to third parties including clients, contractors and service providers to Morgan Marine,
- for the purpose of any engagement and ongoing employment (if any),

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- workplace rehabilitation,
- performance feedback,
- any insurance claim or other litigation,
- in connection with any passport, visa or citizenship status

or

- for any other purpose required in the conduct of Morgan Marine business.

You acknowledge, and consent, to the disclosure, use and storage of your Personal Information and Sensitive Information by Morgan Marine for the purpose of the conduct of Morgan Marine business and as outlined above, to third parties including clients, contractors and service providers of Morgan Marine, insurers and insurance brokers, lenders, rehabilitation providers, medical services providers, regulatory authorities, government agencies including the Department of Immigration and Citizenship (DIAC), the Australian Tax Office, relevant state and federal workers compensation authorities who have a need to know for the purpose of Morgan Marine business, or as otherwise required by law.

Acknowledgment is via website