

NURSE AT CALL

Condensed Privacy Policy

Introduction

We manage personal information in accordance with the *Privacy Act 1988* and *Australian Privacy Principles*. This condensed policy applies to information collected by Nurse at Call.Com Pty Ltd. You can read our full policy by clicking [here](#). You can read parts of our full policy and obtain more information by following the links.

We only collect information that is reasonably necessary for the proper performance of our activities or functions.

We do not collect personal information just because we think it could be useful at some future stage if we have no present need for it.

We may decline to collect unsolicited personal information from or about you and take steps to purge it from our systems.

If you have any questions please contact us on +61 7 5578 7011 or by email: recruit@nurseatcall.com.au

Kinds of information that we collect and hold

Personal information that we collect and hold is information that is reasonably necessary for the proper performance of our functions and activities as a nursing placement agency and is likely to differ depending on whether you are:

- a Workseeker;
- a Client;
- a Referee.

Purposes

The purposes for which we collect, hold, use and disclose your personal information are likely to differ depending on whether you are:

- a Workseeker
- a Client
- a Referee

How your personal information is collected

The means by which we will generally collect your personal information are likely to differ depending on whether you are:

- a Workseeker

- a Client
- a Referee

We sometimes collect information from third parties and publicly available sources when it is necessary for a specific purpose such as checking information that you have given us or where you have consented or would reasonably expect us to collect your personal information in this way.

Sometimes the technology that is used to support communications between us will provide personal information to us - see the section in this policy on Electronic Transactions.

Electronic Transactions

It is important that you understand that there are risks associated with use of the Internet and you should take all appropriate steps to protect your personal information. It might help you to look at the OAIC's resource on Internet Communications and other Technologies

You can contact us by land line telephone or post if you have concerns about making contact via the Internet.

See also:

- *Social Networks and Web Searches*
- *Resume harvesting and job matching software*
- *Browsing*
- *Cookies*
- *Web Bugs*
- *Cloud Computing Services*
- *Uploading photographs*
- *Emails*
- *Call and message logs*
- *Teleconferences and Video conferences*
- *Database*
- *Mobile Access*
- *Paperless Office*
- *Other*

How your personal information is held

Personal information is held in our Information Record System until it is no longer needed for any purpose for which it may be used or disclosed at which time it will be de-identified or destroyed provided that it is lawful for us to do so.

Information Security

We take a range of measures to protect your personal information from:

- misuse, interference and loss; and
- unauthorised access, modification or disclosure.

See also:

- *Staff training*
- *"Clean desk" procedures*
- *Need-to-know and authorisation policies*
- *Just-in-time collection policies*
- *Password protection*
- *Policies on laptop, mobile phone and portable storage device security;*
- *Policy on timely culling*
- *Culling procedures including shredding and secure disposal etc.*
- *Other*

Disclosures

We may disclose your personal information for any of the purposes for which it is primarily held or for a lawful related purpose.

We may disclose your personal information where we are under a legal duty to do so.

Disclosure will usually be:

- internally and to our related entities
- to our Clients
- to Referees for suitability and screening purposes.

Cross-Border Disclosures

Some of your personal information is likely to be disclosed to overseas recipients. The likely countries, type of information disclosed and recipients are indicated, so far as is practicable, in the following table:

| Country | Type of Information | Likely Recipients |
|------------------|---|---|
| <i>Singapore</i> | <i>All personal data is remotely backed up and stored on servers located in Singapore</i> | <i>IT Personnel and Contractors of our technology providers who may access data for maintenance and software upgrade purposes</i> |