

PRIVACY COLLECTION NOTICE

Central Coast Group Training (CCGT) provides various services including recruitment and placement of Apprentices and Trainees with participating Host Employers.

The purpose of this Privacy Collection Notice

We are bound by the Privacy Act and the Australian Privacy Principles (APPs) which regulate the collection, use and disclosure of *personal information*. This document sets out how we use, collect and disclose personal information about you. Further information is in our Privacy Policy available on our Website at the following link www.ccggt.com.au.

Why do we collect *personal information*?

We collect *personal information* from you for the following purposes (Primary Purpose):

- a) to organise your work placement;
- b) for performance appraisals;
- c) to assess your ongoing performance and prospects;
- d) for testing or assessment purposes including medical tests and assessments where required;
- e) to identify your training needs;
- f) for workplace rehabilitation;
- g) managing complaints, investigations or inquiries;
- h) for insurance claims or proposals that require personal or sensitive information;
- i) information required for the Department of Education and Communities registrations for Australian Apprenticeships;
- j) for information to provide to your Host Employer;
- k) to lawfully carry out our functions and activities;
- l) to deliver the products and services that you requested;
- m) to provide you with further information about the products and services you requested;
- n) to personalise and customise your experiences with us;
- o) to help us review, manage and enhance our products and services;
- p) to communicate with you;
- q) for administration purposes, including charging, billing and collecting debts;
- r) to promote and market those of our other products and services which we consider may be of interest to you;
- s) when considering making offers to job applicants and prospective employees or for employment purposes; and
- t) to receive services from you or the organisation which employs you.



How do we collect *personal information*?

Generally, *personal information* is collected by us from a variety of sources, including government departments, Registered Training Organisations, when dealing with individuals, undertaking marketing initiatives, or when recruiting. *Personal information* may be provided by you using our Website or by telephone, business cards, contracts, applications, competition entries, survey entries, mail or email, registration forms, face-to-face or in writing, whether verbally, in hardcopy or electronic format. Where possible, we collect your *personal information* directly from you. In some circumstances we may obtain *personal information* from a third party.

How do we use your *personal information*?

We will only use and disclose your *personal information*:

- for purposes which are related to the Primary Purpose; or
- if we otherwise get your consent to do so,

in accordance with this Privacy Policy and the Privacy Act.

For purposes which are related to the Primary Purpose, we are required to use and disclose your *personal information* to the following organisations:

- potential and actual host employers and clients of CCGT;
- referees;
- CCGT Insurers;
- a government department (associated with apprentices and trainees), profession association or registration body that has a proper interest in the disclosure of your *personal information*;
- a workers' compensation authority;
- contractors and suppliers for example, IT contractors and database designers;
- Australian Apprenticeship Centre;
- Federal and State Government Departments who are required to receive information for the processing and recording of apprenticeship and trainee details; and
- an appropriate Registered Training Organisation.

For further information on this, please refer to our Privacy Policy.

What happens if you choose not to provide your *personal information*?

Refusing to provide us with any *personal information* or *sensitive information*, or providing us with incomplete or inaccurate information may mean that we cannot properly consider your suitability for placements at Host Employers or cannot properly assist you with completing any qualifications you may be undertaking.





Do we send information overseas?

Please note we do not send information overseas.

Access to your *personal information* and complaints

If you require access to your *personal information*, please contact our Privacy Officer. You are required to put your request in writing and provide proof of your identity. If you have a complaint about how we collect, use, disclose, manage or protect your *personal information*, or otherwise consider there may be a breach of the Privacy Act or the APPs, please refer to our Privacy Policy for further information and appropriate contact details.

Endorsed by the Board of Directors on 11/04/2017

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CCGT Chairman

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CCGT Senior Manager

