

Sample Agreement for Candidate Confidentiality Concerns

(Company Name) prides itself on integrity, confidentiality and protecting the information provided to it by its candidates and clients. This privacy statement relates to all services provided by (Company Name) and its website.

Our Approach

This Privacy Statement outlines the way (Company Name) and its employees (hereinafter referred to as “(Company Name)” or “We”) collects, holds and discloses information about you in connection with possible employment. We may disclose your personal information to our Clients now or in the future for the purpose of placing you in a suitable contract or permanent role and we will retain your information on our file for this purpose.

(Company Name) may amend this Privacy Policy at different times, subject to all relevant privacy laws and regulations in force at the relevant time (‘Privacy Laws’). Subject to this statement, (Company Name) will not rent, sell, or share any of your personal information with other people, businesses or companies.

Information Collected by (Company Name)

Generally, the type of personal information we collect about you is the information included in your application or resume. Where possible we collect your personal information directly from you. (Company Name) may collect information about you, such as your name, contact details, skills, qualifications, nationality, languages spoken, professional association memberships or accreditation’s, interests and your employment history and past responsibilities. We may also collect other personal information.

After receipt of your resume or during our interview, we may request additional information including details of referees and references. We may receive information about you, as a result of enquiries we make with former employers, work colleagues, professional associations or registration bodies. We may conduct security checks or receive the results of any tests or examinations.

If you do not supply the information required we may be limited in our ability to locate suitable employment for you and place you in work.

How we use your information

(Company Name) will use the personal information we collect for the purpose described at the time of collection, or otherwise as set out in this Statement. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law.

Generally we will only use and disclose your personal information to:

- ❖ establish and maintain your relationship with (Company Name);
- ❖ determine your suitability for actual or potential roles;
- ❖ provide training, performance appraisals or workplace rehabilitation;
- ❖ third parties (with your prior consent) who can assist in the process of placing you.



We may also use your personal information to advise you of events that we think may be of interest to you such as newsletters; invitations to seminars or business functions, and general information about (Company Name) (eg change of contact details).

Disclosure of your information

(Company Name) client information is not disclosed to any third party, unless approval has been obtained by you. (Company Name) uses the information you supply to us to place you in suitable employment. The information we collect from you is for the sole purpose of job placement and is strictly confidential. With your consent, we may disclose elements of your personal information to potential employers, clients who may wish to engage your services as a contractor or temporary employee, organizations that conduct tests, referees, a workers compensation body, and suppliers of services to us or our related entities.

Security

(Company Name) will take reasonable steps to keep secure any personal information which we hold and to keep this information accurate and up to date.

Consent to the collection, use and storage of my personal information

By completing and returning this Privacy form you agree to us using and disclosing your information as set out above. This consent to the use and disclosure of your personal information remains valid unless you alter or revoke it by giving notice in writing to (Company Name). Client and candidate information is stored on our database.

_____ have read, understood.

This Statement and voluntarily consent to personal and sensitive information about me being collected, used and disclosed.

By you as indicated above on ____/____/____.

Signed:_____