



# People Privacy Policy

Last updated March 2021

This People Privacy Policy (**Policy**) explains how I-MED Radiology Network Limited (ABN 21 093 625 346) and its related wholly-owned companies (together, **I-MED, we, us** or **our**) handle and manage your personal information that we collect about you as:

- an applicant for a job vacancy/role or other employment position with us;
- an independent individual contractor applying for or accepted into a contractor role with us; or
- an employee of an I-MED contractor providing services to I-MED.

We are bound by and adhere to the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles under that Privacy Act.

## Application of this Policy

By submitting an application for a role as an employee or contractor or providing services to us as a contractor (or employee of a contractor) or otherwise providing us with any personal information you agree that you are 16 years of age or older and consent to our collection, use, holding and disclosure of your personal information, including your sensitive information, in accordance with this Policy.

If you become an employee of I-MED, this Policy does not apply to any of the personal information that becomes part of your employee records to the extent it is held by us as your employer in relation to your employment. In that case we will handle and manage your employee records in accordance with the Privacy Act and other laws.

You do not have to provide us with personal information but, if you do not provide the information we request, we may not be able to consider you for the role for which you have applied, appoint you as a contractor or allow you to provide services to us as a contractor or employee of a contractor.

## How we collect personal information

We collect your personal information when:

- you enter or upload it to our [online careers portal](#) (**Portal**) or maintain your employee record in I-MED's internal personnel system (**I-HUB**);
- you provide it to us by phone, email, post, facsimile or in-person as part of the recruitment / engagement process;
- it is provided to us by third party recruitment agencies, contracting agencies, human resources service providers, police and law enforcement where necessary for background checks, LinkedIn and/or your nominated referees in your application; and/or
- we make internal notes in relation to any of the above.

If you provide us with another person's personal information (e.g. your referees, emergency contacts, your employees or, as the employee of an I-MED contractor, your employer), you must have obtained their prior consent: (i) for you do so; and (ii) to our collection, use, holding and disclosure of their personal information in accordance with this Policy.



## What personal information we collect

We collect the personal information that is necessary for us to manage our recruitment processes and the engagement of and provision of services to us by contractors. This may include:

- your name and contact details (e.g. phone number, residential address, email address);
- information about your education, qualifications and any professional registrations or licences that you hold;
- your employment history, resume/CV and your photograph;
- references and notes of our discussions with any referees;
- interview notes we make;
- results of any police or background checks;
- medical information including the results of any medical or drug/alcohol tests, or health questionnaires (or similar) we request you to undertake; and
- information about your duties and performance as a contractor or employee of a contractor.

If you accept a role with us, we may also collect the following information from you:

- your emergency contact person's details;
- your bank, visa and work rights, and proof of identity details; and
- superannuation and tax declaration forms.

We will retain your personal information for the duration of your time with us plus the period required by law.

## Why we collect and how we use your personal information

We use the personal information we collect about you for the purposes of running the Portal, managing recruitment, managing contractors and their employees providing services to us, maintaining employee records in I-HUB, and providing services to our clients.

In particular we collect your personal information so we can:

- assess you as a candidate (whether for employment or a contract position);
- shortlist candidates for roles and make contact to progress applications and provide updates;
- contact you in relation to your candidacy, application or engagement as a contractor, or for other future roles that may arise from time to time;
- to respond to queries you may submit to us during the recruitment process or, as a contractor or employee of a contractor, during your time with us;
- conduct relevant identity verification;
- conduct police, background and/or medical checks where required or permitted by law;
- if you are engaged as a contractor (or the employee of an I-MED contractor), manage our relationship with you and assess your performance during your time with us; and
- respond to any complaints or disputes that may arise;
- for statistical analysis to help us improve the experience of using the Portal and undergoing the recruitment process or appointing of contractors so as to better serve you and other job applicants and contractors;
- for our business purposes as required or permitted by law; and
- for purposes directly related to any of the above.

## How we share your personal information

We may disclose your personal information to any referees nominated by you (e.g. in a resume/CV you upload to the Portal or otherwise provide to us) and/or our third party service providers as may be necessary to progress your application for employment or appointment as a contractor, manage the recruitment/placement process, undertake police or background checks and/or to identify opportunities within I-MED for which you may be suitable and, for employees of I-MED contractors, with your employer.



We may also disclose your personal information (including sensitive information) for workplace safety and public health purposes including to protect others from infection. Outside of I-MED, this may include government authorities and public and private hospital facilities where I-MED is a contracted service provider and you work at that location.

We do not disclose the personal information of job applicants, contractors or employees of contractors overseas.

## Accessing and/or updating your personal information

We ask that you advise us whenever your personal information changes (e.g. you get a new phone number or move to a new address) using *Our contact information* below. You can also update some of your personal information by logging into your account on the Portal.

You have the right to request access to your personal information at any time by contacting us, including for the purpose of asking us to correct or update that information. There is no charge for making such a request but we may charge a reasonable fee for responding to a request. We will respond to your request within 30 days of receiving it. If we cannot fulfil your request for any reason, we will write back to you and explain why.

## Security of personal information

Unfortunately, no data transmission over the Internet or by email can be guaranteed to be 100% secure. As a result, while we take reasonable steps to protect your personal information, including the use of encryption of data in transit, the nature of the Internet and email is such that we cannot guarantee or warrant the security of any information you transmit via the Internet or by email.

We also have reasonable security controls in place to protect your personal information once it reaches us (i.e. is stored on the Portal and our

internal information systems) including encryption of data at rest.

## Changes to this Policy

We may, from time to time, update this Policy so please ensure you review it periodically for changes. If any changes are significant or substantial we will post a message to that effect on any or all of the Portal, I-HUB, I-MED's internal intranet, and the I-MED website.

Your continued use of the Portal or I-HUB, and the provision by you of further personal information or services to us after this Policy has been revised will be deemed to be your acceptance of and consent to the revised Policy.

## Complaints

If you wish to complain about how we have handled your personal information, please send your complaint to the I-MED Privacy Officer at the address below. Alternatively, you can complete a Privacy Complaint Form [here](#).

The complaint will be investigated and a response will be sent to you as quickly as possible (generally within 30 days of receipt of the complaint).

If you are not satisfied with our response, you can contact the Office of the Australian Information Commissioner (OAIC) whose contact details can be obtained at [www.oaic.gov.au](http://www.oaic.gov.au).

## Our contact information

Any queries about this Policy, correction or access requests or privacy complaints should be addressed to:

I-MED Radiology Network Limited  
Attention: Privacy Officer  
GPO Box 514, Sydney NSW 2001  
Phone: (02) 8274 1000  
Fax: (02) 8274 1077  
Email: [privacy@i-med.com.au](mailto:privacy@i-med.com.au)