



MDN CONSULTING PTY LTD  
EXECUTIVE SEARCH/SELECTION  
HUMAN RESOURCE MANAGEMENT

## **MDN CONSULTING PTY LTD COLLECTION STATEMENT FOR PRIVACY PURPOSES**

Thank you for your recent application/enquiry regarding employment/work placement/career transition issues through MDN. We now have pleasure in confirming below specific issues regarding privacy and related matters.

### **1. Who will be collecting the personal and sensitive information.**

*Your personal and sensitive information will be collected by MDN for its own use and on behalf of other members of the MDN Group who might require access to your personal and sensitive information in connection with your employment/work placements/career transition.*

### **2. How to contact us.**

*If you wish to contact us about your personal and sensitive information, you should contact: -*

*MARK NICOL  
DIRECTOR  
MDN CONSULTING PTY LTD  
GPO BOX 605, BRISBANE QLD 4001.  
PH: (07) 3711 9581/(0418) 366 493  
FAX: (07) 3272 0988  
EMAIL: mdnconsulting@bigpond.com*

### **3. How your information will be collected.**

*Personal and sensitive information will be collected from you directly when you respond to an advertised position we are handling and/or submit one of our standard interview input forms or when you provide us with any other information in connection with your application to us for registration, employment or career transition which you may either give in writing or otherwise verbally, the latter of which may not be documented.*

*Personal and sensitive information will also be collected when:*

- We receive any reference about you.*
- We receive results of enquiries that we might make of your former employers, work colleagues, professional associations or registration body.*
- We receive performance feedback.*
- We receive any information about a workplace accident in which you were involved.*
- We receive any information about any insurance investigation, litigation, registration or professional disciplinary matter, criminal matter, inquest or enquiry in which are you involved.*
- You provide us with, or we otherwise receive, any additional information about you.*

**4. How your information will be used.**

*Your personal and sensitive information may be used in connection with: -*

- *Your actual or possible work placement.*
- *Your performance appraisals.*
- *Our assessment of your ongoing performance and prospects.*
- *Our identification of your training needs.*
- *Conduct of our Career Transition Counselling Services.*

**5. With your consent, your personal and sensitive information may be disclosed to:-**

- *Potential and actual employers and clients.*
- *Referees.*
- *Other members of MDN.*
- *Our insurers.*
- *A professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information.*
- *Any person with a lawful entitlement to obtain the information.*

**6. How to gain access to your information to correct it if it is wrong.**

- *Subject to certain exceptions in the National Privacy Principles, you have a right to see and have a copy of personal and sensitive information about you that we hold. There may be an administration fee attached to your accessing this information.*
- *If you are able to establish that the personal or sensitive information that we hold about you is not accurate, complete and up to date we will take reasonable steps to correct it so that it is accurate, complete and up to date.*

**You will be required to acknowledge receipt of, and your agreement to, the details contained in this Collection Statement by email ([mdnconsulting@bigpond.com](mailto:mdnconsulting@bigpond.com)) or by post to GPO Box 605, Brisbane Qld 4001 before we are able to take your application/career transition program or enquiry further.**

Thank you again for your application/enquiry/engagement for career transition services.

Yours sincerely

**MDN CONSULTING PTY LTD**

Mark Nicol, BEc, FCA  
Director

*I have read the above Collection Statement and agree to and acknowledge the terms and conditions herein. I hereby authorise MDN Consulting to proceed with the distribution of my personal and sensitive information as described above.*

.....  
*(FULL NAME IN BLOCK LETTERS)*

.....  
*SIGNED*

.....  
*DATE*