

# Privacy



National Privacy Principles  
Key Employment Association

**KEY**  
**— Employment —**

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# New laws about privacy.

Protecting your privacy and the confidentiality of your personal information is important to us. It is a key to the way we do business.

Key Employment is sensitive to privacy issues and respects the [trust](#) our clients have in us.

For over 12 years more than 1000 clients have trusted Key Employment with their information.

You can relax knowing that we aim to be the best we can and have some of the finest systems in place for handling and protecting your private information.

## Why do we need your private information?

The personal information we collect and maintain is your name, address, contact details and information about your employment history and job choices. We also collect and maintain some sensitive information. This is information about your health, disabilities, memberships of any trade unions or professional associations and any criminal convictions you may have.

We need this to help us assess your eligibility for the service and to find you the most suitable job.

[Giving your personal information to third parties.](#) It is a condition of our funding that we provide the Department of Education and Workplace Relations (DEWR) your personal information when they ask for it.

However they are also part of this confidentiality and non-disclosure agreement and can not use the information for any other reason but to manage the program. We only share information about you with other services and employers to help in the assessment of your eligibility for our service or to help you get and keep a job.

## Contact us about seeing and changing your personal information.

Key Employment wants to make sure that your personal information is accurate, up to date and complete. Please contact us on 02 6651 3688 if you would like to see or change your personal information **or** if you feel that this information is incorrect or incomplete. Please ring us if you believe that the privacy of your personal information at Key Employment has been interfered with. In these cases you are entitled to raise your concerns and we will help you resolve them through our Complaint Procedure.

You can go to the Privacy section of our website at:

[www.keyemployment.com.au](http://www.keyemployment.com.au)

If you want [more information](#) on Privacy at Key you can visit our website.