

## Privacy Policy

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JK Corporate Resourcing collects personal information for the purpose of providing health services, including workers compensation, NDIS, treatment, medicolegal and CTP services.

JK Corporate Resourcing collects this information and holds it securely in cloud based or physical filing cabinets. All information is password protected and behind firewalls and company security. This information is obtained and held for the purpose of better service provision and to adequately understand each individual's situation. No information is disclosed to any parties other than those disclosed on the consent form.

No information is sent or held by entities overseas.

JK Corporate Resourcing is bound by privacy legislation and treats all information obtained as a workplace rehabilitation provider as confidential. This means that information collected must only be used for the purpose for which it was originally collected. All information related to clients must be kept in a secure manner. JK Corporate Resourcing has a secure storage system for their records. Information related to clients can only be disclosed to other persons with written authority from the workers compensation authority.

At any stage the client may request to see the information kept on file about them. All requests will be responded to within seven working days.

JK Corporate Resourcing acknowledges that client information may also be disclosed if law requires the disclosure or when there is reason to believe that the use or disclosure is reasonably necessary for:

- reducing or preventing a serious or imminent threat to an individual's life, health or safety, or preventing a serious threat to public health or safety
- preventing, detecting, investigating, prosecuting or punishing of criminal offences and other breaches of the law that attracts a penalty
- protection of public revenue
- preventing, detecting, investigating, or remedying of seriously improper conduct or proscribed conduct
- the preparation or conduct of proceedings before any court or tribunal

If you have concerns about the management of your personal information, please inform your JK Corporate Resourcing Consultant. Upon request you can obtain a copy of the National Privacy Principles, which describe your rights and how your information should be handled.

Ultimately, if you wish to lodge a formal complaint about the use of, or access to, your personal information, you may do so with the Office of the Federal Privacy Commissioner on 1300 363 992, or GPO Box 5218, Sydney, NSW 1042 or Office of NSW Privacy Commissioner on 02 9268 5588