

EMPLOYEE AUTHORITY TO RELEASE PERSONAL AND MEDICAL INFORMATION

I (Name).....

Do hereby authorise Caledonia to release the following information to relevant Organisation third parties for the purposes of:

- Client inspection of company records
- Mandatory company disclosure, audit, compliance and records management requirements
- Workers compensation and injury management
- Accident and other insurance claims
- Other business-related purposes where it is required as part of your employment

I agree that where I have indicated with a tick, the following personal details can be released:

- Details of my employment history and experience
- Copies of qualifications, tickets and licences including driver’s license and passport
- Details of my income (eg. salary, taxation, allowances and benefits and superannuation etc.)
- Copy of National Police Clearance Certificate
- Details of my personal contact details including name, address, phone number, email address and emergency contact details
- My medical records such as pre-employment medical results and any injury management and medical treatment information
- Any other information deemed necessary as part of your employment or for the purposes of providing medical treatment or management of workers compensation and accident claims for employees

The release of the above information is for the sole purpose as expressed above and for no other purpose.

Your Information and Your Privacy

Caledonia respects your privacy. We are aware that the way information about you is used and managed can affect your life. It is important the information we hold is accurate, up to date and relevant. It is also important that the information is used only for the reason it was collected.

Our own practices are monitored to ensure that your personal information is kept secure and confidential. The Privacy Act 1988 is designed to protect your rights and prevent misuse of personal information collected by us and other businesses/companies and government agencies.

The information privacy principles in the Privacy Act are strict privacy safeguards that include how we must obey when gathering, processing and disclosing information about you.

The Privacy Act prevents us from passing your personal information to others except where:

- You are reasonably likely to have been aware of the company’s disclosure practices or
- You consent to it

Signed..... Date.....

All documentation and client data received is managed in accordance with the Privacy Act 1988