

1. **About this Collection & Consent Notice**

This Collection & Consent Notice outlines how Collins & Brown Pty Ltd T/A Colbrow Healthcare, Colbrow Homecare, Colbrow Immune, CritSol Critical Solutions (“we”, “us” or “our”) will handle the personal and sensitive information that we have requested you provide to us.

By providing us with the personal and sensitive information requested you consent to us handling it in accordance with this Collection & Consent Notice and our Privacy Policy.

If you provide us with any personal or sensitive information about another individual then we rely upon you to inform that individual of the details contained in this Collection & Consent Notice.

2. **Why are we collecting the personal information**

We are collecting the personal and sensitive information requested for the purpose of our healthcare business functions and activities involving the recruitment and provision of nursing, personal care, domestic services, nutrition and exercise service and planning and advance care planning and advice and information about these services.

3. **What happens if you do not provide us with the personal information**

If you do not provide us with the personal and sensitive information requested then we may not be able to provide you with employment or healthcare services and information.

4. **What disclosures we usually make of this kind of personal and sensitive information**

We usually disclose this kind of personal information to the following third parties:

- your authorised representative (including referees) in connection with providing you with our products or services or your attendance at or participation in our functions, activities or events;
- our service providers that assist us to carry out our healthcare business functions and activities including customer support providers, information technology providers, printing and mailing providers, sales and marketing providers, and billing and debt recovery providers;
- our professional advisers including accountants, auditors and lawyers;
- your professional advisors, doctors, medical staff and institutions;
- our related companies, agents, partners, affiliates and other trusted entities that assist us to carry out our healthcare business functions and activities;
- government departments and agencies in connection with carrying out our healthcare business functions and activities.

5. **Our Privacy Policy**

Our Privacy Policy contains details about:

- how you may access and seek the correction of any of your personal information which we hold;
- how you may complain about a breach of the Australian Privacy Principles contained in the Commonwealth Privacy Act 1988 in respect of our handling of your personal information; and
- how we will deal with any such complaint about our handling of your personal information.

6. **How to contact us**

You may contact our Privacy Officer using the contact details below:

Privacy Officer

Phone: 1300 550 192

Email: anne@colbrow.com

Address: PO Box 4012, Box Hill South VIC 3128