

Privacy Statement

What we do

Access Nursing Agency recruits and places agency nurses as a:

- Direct employee of the Agency to work as an 'On hire employee' with our clients. In these circumstances the agency nurse is an employee of the agency and paid by the agency.

and/or as a:

- Direct employee of the client – for example NSW Health or an affiliated organisation. In this situation the agency nurse will be employed and paid directly by the Hospital.

Information we may request

As part of the recruitment process we may request information which may include information such as your CV, bank and superannuation account details, Tax File Number, home address, contact details (email and phone), emergency contact details, immunisation records and checks such as Working with Children and National Criminal History Check. We will also require information to complete a 100 point ID check (such as passport or other ID documents) and to verify your Right to Work in Australia. Other records we may require are transcripts of your progress in obtaining your degree or proof of enrolment in your studies. Mandatory training records and completion of assessment/competencies forms may also be required. Should the Agency wish to progress your application we request references from referees that you have nominated to us.

Information we may share

If we have received approval from you, we may share details of your CV with our clients so that your suitability to be placed with them may be established early in our recruitment process.

If you are going to be direct employee of NSW Health or affiliated hospitals, we may share all or some of the above information with the appropriate organisation. We will only send information that the NSW Health Hospital requires as part on their recruitment and on boarding process. We will request your approval before providing this information.

We will not disclose any of the above information to any other organisation without first seeking your approval.

Access your Information

You may request access to personal information we hold about you and request the agency correct any personal information that is incorrect.

Make a Complaint

Please contact the agency (by email or phone) if you a question or wish to lodge a complaint. If you are unhappy with our response you can contact the Director of the Agency.

Contact Details

You may contact us directly on (02) 9415 8003 or send an email via our contact form on the 'Contact Us' section of our website.