**PRIVACY COLLECTION STATEMENT FOR CAREERS AND JOB INFORMATION REGISTRATION, EMPLOYMENT RECRUITMENT AND EMPLOYEE RECORDS**

ATSICHS Brisbane is committed to ensuring that your personal information including sensitive information is handled in accordance with applicable privacy legislation.

**Personal Information Collected**

When you register with the ATSICHS Brisbane Careers Portal you are asked to provide your name and e mail address to enable communication with you regarding employment opportunities, and ATSICHS Brisbane employment news.

When you apply for a position, or on commencement of employment at ATSICHS Brisbane, you are asked to supply information to enable the processing of your employment application and for the ongoing maintenance of your employment. Generally this information includes:

* Name
* Address
* Email address
* Personal contact details
* Date of birth
* Gender
* Referee details
* Previous employment details
* Qualifications
* Salary details
* Bank account details
* Emergency contact details
* Citizenship – Required under immigration law.
* Passport and/or Visa details – Required under immigration law.
* Superannuation information – Required under superannuation law.
* Tax file number – Required under tax law.
* Disabilities – May be required by equal opportunity and workplace safety laws.
* Health details - May be required by equal opportunity and workplace safety laws.

Other information may also be collected such as:

* Any supporting documentation that we request, or you provide.
* Any additional details provide by referees, and anything recorded during or after the any interview process.
* Working with Children Clearance status
* National Police Check
* Disability Worker Screening Clearance status
* Vaccination status

Additional personal information will also be collected during the course of your employment to manage your ongoing employment relationship. Examples may include time attendance, leave requests, medical certificates, performance appraisals, etc.

Where you provide the personal data of others, for example referees, you are encouraged to inform them that:

* You are disclosing this information to ATSICHS Brisbane.
* If your application is successful, the information will be retained.
* They can access the information by contacting the Privacy Officer (see details below).

In most circumstances personal information will be collected directly from you. For instance, you provide us with information when you complete employment forms and when you enter data directly into our online employee systems.

In some circumstances information about you may be provided by third parties, such as executive search firms or third party recruitment providers. Other people such as previous employers and nominated referees may also provide us with information about you.

**Purpose of Collecting Personal Information**

The primary purpose for collecting your personal information is to:

* Communicate with you regarding employment opportunities.
* Process your employment application.
* Maintain your employee records and to administer your employment, salary, and superannuation.
* To communicate with you, before, during, and after employment.

We may also need to collect your information if we are legally required to do so, such as under the Child Protection (Working with Children) Act 2012 or to check visa status through the Commonwealth’s Visa Entitlement Verification Online service.

If you choose not to provide the personal information it may not be possible for ATSICHS Brisbane to consider your employment, administer your employment, or communicate with you regarding employment opportunities.

**Use of personal information**

Personal information collected or held by ATSICHS Brisbane will be used for managing processes associated with your employment. These activities may include the following:

* Recruitment, selection, and appointment functions. Your personal information will be used to consider you for employment for jobs within ATSICHS Brisbane, including jobs other than the one that you applied for.
* To determine and process your pay and other entitlements.
* Superannuation administration.
* Workplace health, safety, and workers compensation.
* Staff training and development.
* Staff appraisals, probation, and promotion.
* In order to deal with management of grievances or disciplinary procedures.
* For the recovery of debts.
* For insurance purposes and the management of work-related travel.
* For overall organisational and workforce planning or for purposes required by legislation, for example Australian taxation legislation, employment legislation and immigration legislation.
* Other related employment requirements and processes such as reporting on workforce profiles in an aggregate (non-identifying) format and, where required, provide this to external bodies.
* Acting in accordance with relevant ATSICHS Brisbane policies, Code of Conduct, and applicable industrial instruments.
* To correspond with you.
* To inform you about the range of facilities and services available to staff.
* To fulfil and monitor our responsibilities to comply with legislative reporting requirements.
* To attend to day-to-day administrative matters.
* For the provision of associated services such as security, parking, and information technology.
* For benchmarking, analyses, quality assurance, review, and planning purposes.
* To contact you after employment to keep you informed of employment opportunities, and employment related news.
* To contact you after employment for the purpose of seeking your feedback in relation to benchmarking, analyses, quality assurance and planning activities
* To compile statistics and conduct research for internal and statutory reporting purposes.
* To prevent or detect fraudulent activity; and
* To use the information as otherwise required or permitted by the law.

We will obtain your consent for specific use of your personal data not covered by this Employee Collection Statement or where that personal data includes special category data, including health information, which we will collect from you at the appropriate time. You can withdraw your consent to our specific use of such data at any time.

**Storage and security of personal information**

ATSICHS Brisbane will store your personal information in a combination of electronic and paper formats. Our security procedures along with our technological systems provide a rigorous security environment which restricts access to authorised staff only. Access to your personal data is limited to ATSICHS Brisbane staff who have a legitimate interest in it for the purpose of carrying out their duties in relation to your recruitment and employment.

If your application is successful, your personal data will become part of your ongoing employment record.

If your employment ends your personal data will be kept for as long as required by applicable laws. You will be contacted about employment opportunities and employment related news.

If your application is unsuccessful, your records will kept for the purpose considering you for employment in the future and contacting you regarding employment opportunities and employment related news.

Should you wish to be removed from our database please email peopleandculture@atsichsbrisbane.org.au with the words “Remove from database” in the subject line.

**Disclosure of personal information**

ATSICHS Brisbane will generally only disclose your personal information to third parties if you have authorised us to do so or if we have told you of our requirement to do so. However, from time-to-time ATSICHS Brisbane may be required to disclose your information in circumstances such as:

* If required to do so by law. This could be required by subpoenas, court orders, Workers Compensation Orders or Commonwealth government agencies such as Services Australia (Centrelink), Department of Home Affairs, the ATO, Commission for Children and Young People or their equivalents.
* If there are reasonable grounds to believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual.

In the general course of business, your personal information may be provided to:

* Referees.
* Our insurers.
* WorkCover.
* Our contractors, suppliers, and service providers - e.g., I.T. contractors, travel providers.
* Your nominated financial institution for payment of salary.
* Your superannuation scheme.
* Government departments such as the Australian Taxation Office, Centrelink, Department of Education, Skills and Employment and the Department of Home Affairs.
* Agencies and organisations involved in quality assurance and compliance.
* Organisations that provide salary packaging benefits to eligible and participating staff members.
* Organisations that provide staff benefits including automated payments for services.
* Contracted service providers which ATSICHS Brisbane uses to perform services, or conduct reviews, on its behalf (such as recruitment agencies, banks, mailing houses, logistics, IT service providers, external consultants and professional advisors and caterers for events).
* In the event of an emergency, police, medical or hospital personnel, civil emergency services, your legal representative, nominated emergency contact person or other persons assessed as necessary to respond to the emergency.

Where personal data is disclosed to third parties, it will be done so only to the extent necessary to fulfil the purpose of such disclosure.

No personal information about staff will be released to the media by ATSICHS Brisbane without the consent of the individual concerned and the approval of the CEO.

**You Rights, Access, and Accuracy of Personal Information**

You have the right to:

* To withdraw your consent where we have processed any of your personal data based on consent.
* To object to direct marketing (including any profiling) at any time.
* To ask us to delete personal data that we no longer have lawful grounds to process.
* To object to the use of automated decision making.
* As an employment applicant or former employee, you have the right to access your personal information held by ATSICHS Brisbane.
* As an employee you may request access to personal information held by ATSICHS Brisbane, such requests will not be unreasonably refused.
* You are entitled to request that personal information held about you is accurate and up-to-date, and therefore be amended accordingly. As the accuracy of information held depends largely on the information you provide, we recommend that you:
  + advise us immediately if there are any errors in your personal information, and
  + keep us up-to-date with changes to your personal information, such as name and contact details.

Employees can request to make changes to, or access their personal information held in their personnel files by contacting the [peopleandculture@atsichsbrisbane.org.au](mailto:peopleandculture@atsichsbrisbane.org.au).

Employees will be required to provide a written signed request if they wish to:

* Examine the contents of their personnel file.
* Have any corrections made or additional material added to their file.
* Request copies of certain documents on their file.

Access to personnel files must be carried out in the presence of a People and Culture Department staff member. Files cannot be removed from People and Culture and documents cannot be removed from the file.

*How to contact us*

If you have a question regarding privacy or you have a grievance about the way your personal information is being managed by ATSICHS Brisbane, you should contact the Privacy Officer at:

[safetyandquality@atsichsbrisbane.org.au](mailto:safetyandquality@atsichsbrisbane.org.au)