

## **Employment Collection Notice**

### **1. Introduction**

Ranges Community Health understands that privacy is important to you, and we take considerable care to protect the confidentiality of personal information we hold about you. The following statement explains how we manage your personal information in accordance with the *Privacy Act 1988* (<http://www.privacy.gov.au/publications/ipps.html>) ("the Privacy Act"). "Personal information" is any information or opinions that can reasonably identify a living person.

### **2. Collecting personal information**

#### **2.1 What personal information do we collect?**

The personal information we collect about you is the information we need in order to consider you for employment, volunteering or work experience opportunities at Ranges Community Health.

**(A)** Personal information we collect for this purpose may include your name, address, telephone number, email address, date of birth, diversity information, career history, and details of any competency tests or other information relating to your career.

**(B)** If your application is successful and you are offered employment with Ranges Community Health, as a condition of employment, we will ask you to provide evidence of your identity and legal entitlement to work in Australia as well as personal information, such as emergency contact details, tax file number and bank account details which will form part of your employee file.

#### **2.2 How do we collect your personal information?**

**(A)** Personal information is collected when you deal with us verbally (i.e. by telephone or in person) or in writing (i.e. by application form, resume, letter, fax or email). We may also collect additional personal information during interviews with you or when checking your work history and performance with your referees. We will not approach any referees without your permission.

**(B)** If you are offered employment, as a condition of your employment with Ranges Community Health we will ask you to provide documentary evidence of your identity and legal entitlement to work in Australia. We will cite the original documents and take a copy of any cited documents to be placed on your personnel file. We will also ask you to complete a Tax File Number form (issued by the ATO) and to provide your personal details (including emergency contact and bank account details) via our Employee Payroll form. We will also require a Victoria Police check and a Working with Children check (where applicable) to be provided or conducted after you accept the role.

#### **2.3 Why do we collect this personal information?**

The primary purpose of the collection of your personal information under 2.2 (A) is to:

- find suitable employment, volunteering or work experience opportunities for you at Ranges Community Health; and
- ensure that you are suitable for employment, volunteering or work experience at Ranges Community Health.

If your application is successful and you are offered employment, work experience or are appointed as a volunteer, the primary purpose of the collection of your personal information under 2.2 (B) is to:

- check your identity; and
- ensure that you have legal entitlement to work in Australia; and
- determine what tax rate to deduct for you; and
- pay your salary/wages to you; and
- contact your next of kin in an emergency.

### **3. Storing and using personal information**

#### **3.1 What does Ranges Community Health do with your personal information?**

If you provide personal information to Ranges Community Health under 2.1 (A), this information may be circulated to various departments within Ranges Community Health in order to fill an available employment, volunteering or work experience opportunity or to determine whether suitable employment, volunteer or work experience position is available for you.

If your application is successful and you become an employee or volunteer of Ranges Community Health, or are provided with work experience at Ranges Community Health, your personal information under 2.1 (A) and (B) will become part of your personnel record.

#### **3.2 Other disclosure of personal information required or permitted by law**

For legal reasons, disclosure of your personal information (other than outlined above in 3.1) may need to be made to law enforcement agencies, government agencies or to Ranges Community Health's external advisers. Ranges Community Health will only make such disclosures in accordance with the *Privacy Act*. Except in the circumstances described in this statement, Ranges Community Health does not disclose your personal information to any other third party organisations.

### **Recruitment and selection privacy statement**

#### **3.3 How long will Ranges Community Health keep your personal information?**

If you have sent personal information to us that is unsolicited by Ranges Community Health (that is, it is not in response to an advertisement Ranges Community Health has placed) and your application is unsuccessful, your personal information will be kept for a period of three months, after which time it will be destroyed.

If you have sent personal information to us that is solicited by Ranges Community Health (that is, is in response to an advertisement Ranges Community Health has placed) and your application is unsuccessful, your personal information will be kept for a period of six months, after which time it will be destroyed.

If your application is successful and you become an employee or volunteer of Ranges Community Health, your personal information will be kept as part of your employment record in accordance with Ranges Community Health's Policy 3.1 - Personnel Management and Policy 3.4 - Volunteers.

#### **3.4 Security of your personal information**

Ranges Community Health takes great care in ensuring that the information provided to us, both in hard or soft copy, on a confidential basis remains confidential and secure. Your

personal information may be stored in hardcopy or electronically. We have security procedures in place to protect your personal information.

#### **4. Updating and accessing personal information**

##### **4.1 How do you keep your personal information up to date?**

If your personal information changes, please contact us (using the details provided in 4.2) and we will endeavour to update and correct your personal information.

If you have submitted an unsolicited resume or application to us more than three months' ago or a solicited resume or application to us more than six months' ago, your personal information will have been destroyed. You will therefore need to submit your resume or application again should you wish to correct your personal information and/or be considered for future employment opportunities.

##### **4.2 How do you access your personal information?**

You can gain access to the personal information we hold about you by written request. A request for access to the personal information we hold about you should be sent to:

The CEO  
Ranges Community Health  
17 Clarke Street  
Lilydale VIC 3140

In order to respond to your request, you will need to tell us:

- your name and address;
- the position you applied for; and
- the date on which you applied.

We will respond to your request to provide information as soon as reasonably practicable. We may charge you a fee for the cost of providing you this information.

Please note, that if your application was submitted more than three months' ago (for unsolicited applications) or more than six months' ago (for solicited applications), your personal information will have been destroyed and therefore there will be no information to access.

#### **5. Further information**

If you have any questions about this privacy statement, please contact Ranges Community Health by telephone (03) 9738 8801.

If you have questions about Ranges Community Health Privacy Policy, or a complaint about how Ranges Community Health has handled your personal information, please contact Ranges Community Health CEO by telephone on (03) 9738 8801.

More information about privacy is available from the Federal Privacy Commissioner's website at [www.privacy.gov.au](http://www.privacy.gov.au) or by calling the Privacy Hotline on 1300 363 992 (cost of a local call).