

Australian Job Applicant Privacy Policy

Last updated: 22 August 2017

Introduction

LADY GOWRIE CHILD CENTRE (MELB) INC. ABN 27 625 198 252 (collectively referred to as 'Gowrie Victoria', 'GV', 'us' or 'we') respects the privacy and security of your personal information and complies with the requirements of the Australian Privacy Principles ("APP") under the Privacy Act 1988 (Cth) ("the Act").

This Job Applicant Privacy Policy ("Policy") explains how GV handles your personal information:

- **Provided to us** when applying for, or in relation to, your application for a job vacancy and/or
- **Collected by us** in respect of your application for a job vacancy ("Personal Information").

By submitting an application for a position, or otherwise providing us with Personal Information for us to consider with respect to a current job vacancy, you consent to the Personal Information being collected, held, used and disclosed as set out in this Policy.

You understand and agree that this Policy does not apply to any of the Personal Information that becomes part of your employee records to the extent it is held by us as your employer in relation to your employment. We will deal with your employee records as permitted by law.

You do not have to provide us with Personal Information but, if you do not provide the information we request, we may not be able to consider you for the position for which you have applied.

What Personal Information do we collect and hold?

We collect Personal Information that is necessary for us to manage our recruitment and placement processes. Such information may include your:

- name
- contact details (e.g. phone number, residential address, email address)
- education
- employment history
- resume
- references
- interview notes and
- results of any police or background checks.

How we collect Personal Information

We may collect Personal Information directly from you, including from applications and documents that you submit to us, and information you provide to interviewers during the recruitment process. We may also collect Personal Information from third party recruitment agencies, service providers, any police or background checks, LinkedIn, third parties you have authorised to deal with us on your behalf, and from the referees you have given us permission to contact.

CARLTON NORTH

(Head Office)
36 Newry St
Carlton North
Victoria 3054
T (03) 9347 6388
F (03) 9347 7567

DOCKLANDS

1 Seafarer Lane,
Victoria Harbour
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Victoria 3008
T (03) 8624 1000
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BROADMEADOWS VALLEY

30-54 Johnstone Street
Broadmeadows
Victoria 3047
T (03) 90991080

ABN: 27 625 198 252
gowrievictoria.org.au

Regardless of how it is collected, we handle all of the Personal Information in accordance with this Policy.

Use and disclosure of Personal Information

Your Personal Information will only be used by us to consider your application for employment and to manage the recruitment process.

We may disclose Personal Information to your referees, our third party service providers and our clients as may be necessary to progress your application for employment, manage the recruitment process and undertake police and/or background checks.

If you are not successful in obtaining a position with us following an interview for a job vacancy we will retain your Personal Information for a period of 12 months from the date of interview before that Personal Information is disposed of in an appropriate and secure manner.

If you are not successful in obtaining an interview after you submitted your Personal Information for a job vacancy we will not retain your Personal Information and it will be disposed of in an appropriate and secure manner.

Access, update and correction of Personal Information

We take reasonable steps to ensure that the Personal Information we hold is accurate, complete and up-to-date. However, we also rely on you to advise us of any changes to your Personal Information.

On request we will provide you with access to the Personal Information we hold, including for the purpose of correcting or updating that information, unless otherwise required or permitted by law.

We may recover our reasonable costs of giving you access to the Personal Information, but there is no charge for making the request.

If we refuse to provide you with access we will provide you with written notice that, at a minimum, outlines the reasons for refusal and the complaints mechanisms available to you.

If you wish to access the Personal Information we hold, or to update or correct it, you can contact us using the contact details provided below. We will require you to verify your identity and specify what elements of the Personal Information you require.

Security of Personal Information

We take reasonable steps to protect the Personal Information that we hold from misuse, interference, loss and from unauthorised access, alteration and disclosure.

However, data protection measures are never completely secure and despite the measures we have put in place, we cannot guarantee the security of your Personal Information. You should notify us as soon as possible if you become aware of any security breaches.

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What if you have a complaint?

If you wish to make a complaint about a breach of this Privacy Policy, or the Australian Privacy Principles of the Privacy Act 1988 (Cth), you can contact us using the contact details below. You will need to provide us with sufficient details regarding your complaint, together with any supporting evidence.

Our Privacy Officer will investigate the issue and determine the steps that we will undertake to resolve your complaint. We will contact you if we require any additional information from you and will notify you in writing of the outcome of the investigation.

If you are not satisfied with our determination, you can contact us to discuss your concerns or contact the Australian Privacy Commissioner via <https://www.oaic.gov.au/>

Changes to this Policy

GV may update this Policy from time to time so please review it periodically for changes. If the changes are significant or substantive, they will either be advised to you in writing or posted on our website at <http://gowrievictoria.org.au/>

Your continued use of our website or services, requesting our assistance or the provision of further Personal Information to us (directly or via an authorised person) after this Policy has been revised, indicates your acceptance of the revised Policy.

Our contact details

If you have a query relating to this Policy or wish to make a complaint, please contact us using the following contact details:

Gowrie Victoria
Privacy Officer
36 Newry Street
Carlton North VIC 3054

P 03 9347 6388
E gowrie@gowrievictoria.org.au