

## Personal Information Collection Notice for Employment Purposes

This notice is provided to all applicants applying for positions within CatholicCare. It explains the types of personal information we need to collect from you, why we need to collect it and how it will be used.

### Why do we need to collect your personal information?

The personal information we collect is necessary for us to assess your application and suitability for the position within CatholicCare to which you are applying.

### What sort of information do we collect and how do we collect it?

We only collect personal information concerning applicants including details of the applicant's identity, address, contact details, education, qualifications, skills, professional experience, and eligibility to work in Australia. Some of this information will be sensitive information (e.g. such as health information). We also collect information regarding your Working with Children Check clearance number (if applicable) and National Criminal History Check Application.

The information is collected:

- Directly from you during the recruitment process.
- In some cases, through a recruitment agency.
- Via an applicant's referees who have been nominated for this purpose. If you provide us with information about referees we encourage you to inform them you are disclosing that information to us and why, that they can access that information if they wish, that we do not usually disclose the information to third parties, and that we may store their information with your application until the end of the recruitment and selection process.

If an application is unsuccessful, the information collected regarding that application may be stored and retained for a period of 12 months, after which it will be destroyed.

### Who will have access to the information and how will it be kept?

Your personal and sensitive information will be kept in a secure and locked location to prevent unauthorised access. Information kept electronically will be protected by passwords and other security measures. The information will only be made accessible to those persons within CatholicCare who are involved in the recruitment process and to those persons who reasonably need the information in order to perform CatholicCare's functions. Your information will be stored until the finalisation of the recruitment and selection process.

### How will the information be used?

The information will be used to

- Assess your suitability for employment.
- Communicate with you during the recruitment process.
- In the event that your application is successful, to form part of your employment record.

The information may also be used for the secondary purposes of monitoring and reviewing CatholicCare's recruitment processes.

## Who else might information be given to?

CatholicCare will not pass on your personal information to others except under the following circumstances:

- If required by Australian law or a court/tribunal order, or
- To deal with a serious or imminent threat to any person's' health or safety or to public health and safety, or
- With your express written consent

## What if you do not provide us with the information?

CatholicCare only collects the information necessary to assess your application for employment. Wherever practical, we will give you a choice as to whether you give us the information. However, a minimum amount of personal information will be necessary and without it we will not be able assess your suitability for employment.

## How can you gain access to your information and make changes if it is not accurate?

You may seek access to your personal information and to amend anything that is inaccurate, incomplete, or out of date if you are unsuccessful for the position. However, there may be instances where this access is denied under Clause 6 of the Australian Privacy Principles. If you have any concerns about how CatholicCare handles personal information, you are also able to make a complaint. To do so, you can lodge a request with the CatholicCare Privacy Contact Officer. The location and contact details are set out below:

## Contact details

### **Privacy Contact Officer**

Executive Directorate  
CatholicCare Diocese of Broken Bay  
PO Box 966, Pennant Hills NSW 1715  
Email: [catholiccare@dbb.org.au](mailto:catholiccare@dbb.org.au)  
Phone: 02 9481 2600