


YWCA Canberra		Policy No HR5.35
Recruitment and Selection Privacy Policy		 YWCA CANBERRA
Formulated: August 2017 (from Privacy, Confidentiality and Records Management Policy) Revised: Endorsed by: Executive Director		
Policy Type	Corporate	
Purpose of the Policy	YWCA Canberra understands privacy is important to you and we take care to protect the confidentiality of personal information we collect and hold about you. This policy explains our practices with regard to collection and processing the personal information of job applicants.	
Policy	<p>What personal information do we collect We collect information related to your application for employment. This information is collected directly from you and from third parties related to pre-employment processes.</p> <p>We may collect the following information:</p> <ul style="list-style-type: none"> • Name • Address • Contact details • Confirmation of education and previous employment • Reference checks • Drivers Licence No: • Copies of WWVP No: or WWCC evidence • Health checks where require to assess suitability to the job role <p>Where required by law, YWCA may conduct some of the following pre-employment screening checks:</p> <ul style="list-style-type: none"> • Criminal History • Bankruptcy • Directorship searches • Company checks <p>If your application is successful and you are offered employment, as a condition of employment you will be asked to provide evidence of your identity and legal entitlement to work, as well as personal information such as emergency contact details, tax file number, and bank account details. This will form a part of your employee file. Please see Employee Privacy Policy for details regarding how we manage your personal information once you become an employee.</p> <p>How we collect information Collection is either direct through your submission of a hard or soft copy application, or through a third-party website like SEEK. For information provided through a third-party site, please refer to their privacy policy for how they collect and hold your information.</p> <p>Storing of and using personal information Applications sent directly to us are stored in either paper or electronic format. We ensure this information is stored securely and have procedures in place to protect your personal information.</p> <p>Applications via third parties are stored on the third-party systems. Please refer to the third-party sites for how your personal information is stored.</p>	

	<p>Your application will be used to determine your suitability for the job you have applied for. Your information will be shared only with relevant employees to make this determination. People who have access to your application may include:</p> <ul style="list-style-type: none"> • HR Manager and Officer • The Hiring Manager • Executive Director and Deputy Executive Director • Selection panel <p>Retention of personal information For applications sent via email or mail (or any printed copies of an application from a third party), your information will be kept for 6 months, at which time it will be destroyed or deleted.</p> <p>For applications made via third parties like SEEK, please refer to the third-party sites for their retention policies.</p> <p>Data quality and security of your personal information You may at any time contact human.resources@ywca-canberra.org.au to update or change your personal information during the recruitment period. Once the recruitment period has ended, no changes will be made. For changes to personal information kept on file after the recruitment period, please contact us and we will endeavor to update or correct your personal information.</p> <p>YWCA Canberra has a security process in place to ensure your personal information remains secure and protected.</p> <p>Disclosure of personal information YWCA Canberra may disclose your personal information to law enforcement agencies, government agencies or external advisors where permitted by law. Such disclosure will only be made in accordance with the Privacy Act.</p> <p>Consent to collect information By applying for a position, you give permission for YWCA Canberra to collect and store your personal information. You also give consent for us to store your information as detailed under 'Retention of personal information'. If you do not want us to retain your information, please contact the HR Officer at human.resources@ywca-canberra.org.au.</p> <p>Unsolicited applications Unsolicited applications received via email, through the website, or hard copy will be passed on to relevant managers where applicable. If there are no relevant positions available, we will respond to your application and your personal information will be deleted or destroyed. We do not respond to unsolicited applications via third party websites like SEEK.</p> <p>Complaints You have the right to complain or enquire about how YWCA Canberra handles your personal information. You can contact human.resources@ywca-canberra.or.au to make a complaint or enquire about our processes.</p> <p>If you are not satisfied with our response to your complaint you can make a complaint to the Australian Privacy Commissioner at www.oaic.gov.au.</p>
<p>References including legislation</p>	<p>Privacy Act 1988 Australian Privacy Principles (APP's) Information Privacy Act 2014 (ACT) Information Privacy Principles (ACT) (IPP's) Privacy Amendment (Notifiable Data Breaches) Act 2017</p>

	Australian Charities Not-for-profit Commission Act 2012 (Cth) www.oaic.gov.au
Review Date	August 2020
Related Policies	OP2.11 Privacy and Records Management Policy HR5.2 Recruitment Policy
Policy Steward	Human Resources Manager