

13 May 2024

# Privacy Collection Notice for Candidates and Job Applicants

We are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Collection Notice (**Notice**) provides you with some important information about our collection of your personal information that you provide as part of your employment application with us.

See our [Privacy Policy](#) for more information.

We collect and hold your personal information as part of your application and recruitment process with us. This may include your:

- Name and preferred name;
- Date of birth;
- Contact details (including telephone numbers, residential address and email address);
- Government issued identifiers, such as a Tax File Number (**TFN**);
- Level of education;
- Current employment status and industry;
- Employment history;
- Languages;
- Work preferences;
- Cultural or linguistic background; or
- Any other personal information you provide us.

We only collect 'sensitive information', such as information relating to your health, racial or ethnic origin, when we have your consent, or when we are required by law or otherwise permitted under the Privacy Act to do so.

If you decide to provide your TFN to us, we are subject to laws which say how your TFN may be used and handled.

If you choose not to provide us with all or some of the personal information that we requested, then we may not be able to process your job application or properly conduct the background and reference checks to assess your suitability for a role.

## Personal information about you that we collect from others

In most cases, we will collect personal information from you directly. However, we may also collect personal information about you from other people including referees, previous employers, professional registration authorities, educational institutions or recruitment agencies to evaluate your suitability to be placed in, or continue in, roles at ClearView.

In certain circumstances, we may collect personal information about your work performance from employers within our own organisation to manage our post-placement obligations, such as providing feedback to recruitment agencies to manage any candidate replacement guarantee which we may be required to provide.

## Legal requirements for collecting your personal information

We may be required or authorised by legislation and regulations to collect certain types of personal information from you. These include:

- **Privacy Act 1988 (Cth):** governs the handling of personal information by Australian government agencies and businesses. It includes the Australia Privacy Principles (**APPs**).
- **The Migration Act 1958 (Cth) and Migration Regulations 1994 (Cth):** regulate the collection and handling of personal information in relation to visa applications and immigration status.
- **Employment Agencies Regulations:** State and territory-specific legislation may regulate employment agencies, including requirements related to the collection and handling of personal information in the recruitment process. For example, in New South Wales, the *Employment Agents Act 2003 (NSW)* and its associated regulations may apply.
- **National Security Laws:** such as the *Australian Security Intelligence Organisation Act 1979 (Cth)* may impose obligations on employers to collect and disclose certain personal information for security clearance purposes.
- **Licensing Laws:** certain licensing laws and regulations may apply depending on the nature of recruitment activities we may undertake. For example, specific industries or professions may require accreditation or licensing, in which case additional collection and verification of personal information may apply.
- **Anti-Discrimination Laws:** State and territory-specific legislation such as the *Anti-Discrimination Act 1977 (NSW)* prohibits discrimination in employment on various grounds. These laws may affect the collection and use of personal information during the recruitment process.

## Purpose for collecting your personal information

We collect, hold, use and/or disclose your personal information for our recruitment process, including:

- Verifying your identity and right to work in Australia;
- Verifying your qualifications, experiences and suitability for a role you have applied for with us;
- To contact you regarding actual or possible work placement;
- Providing you with ongoing performance appraisals and prospects;
- Identifying any professional training and educational needs;
- To understand your work preferences, such as location, preferred full-time or part time requirements
- Providing or verifying any reference that we or a third party may give concerning your work; and
- Payroll functions.

## Use and disclosure of your personal information

We may disclose your personal information for the purposes mentioned above with any or all of:

- our recruitment practitioners;
- System service providers;
- potential and actual employers within our organisation;
- your referees or the organisations they represent;
- a professional association or registration body;
- third party recruitment agencies;
- other third party providers assisting us with recruitment for the position you are applying for, including our background and reference check provider, our online webcam interview provider and our psychometric testing provider; or
- people or entities you have consented that we may disclose to.

We may use your personal information for other purposes directly related to those mentioned above, and we will only use your personal information for any other secondary purpose if you have consented or we are otherwise authorised or are required to do so by law.

## Storage of your personal information

We may hold your information physically or in electronic databases and information systems, or through our third party service providers. Information that we hold about you that is not stored in electronic form will be securely stored within Australia. Your information in electronic form will be securely stored in data centres in Australia or overseas.

We require our contractors and service providers who handle or store personal information to comply with our Privacy Policy and the Privacy Act. For more information about how we secure your personal information please see our [Privacy Policy](#).

We will only retain your personal information for as long as reasonably required, unless we are required or permitted to by law.

## Disclosure of your personal information overseas

We may disclose your personal information to overseas recipients if we need to conduct background checks with entities outside of Australia. For example, if you have worked with an overseas employer, we may disclose your personal information to your previous employer or recruitment partners as reasonably required to enable us to undertake suitable reference checking.

The countries in which the overseas recipient to whom we would be likely to disclose your personal information include:

- New Zealand
- India
- UK
- Switzerland
- Hong Kong
- Philippines
- Canada
- Vietnam
- Member states of the European Union
- South Korea
- USA

and such other countries that may apply from time to time.

For more information about overseas disclosure of your personal information please see our [Privacy Policy](#).

## Access to, and correction of your personal information

### Access to your personal information

You generally have the right to request access to your personal information. To do so, please contact us on **132 979** and ask for a **Request for Personal Information Form** to be sent to you for completion.

Alternatively, you may obtain this form from our [website](#) and email or post the completed form to us at the address stated below.

## Correction of your personal information

If you believe that the personal information we hold about you is inaccurate, incomplete, out-of-date or irrelevant, you can ask us to correct it by contacting us, and we will take reasonable steps to do so.

For more information on accessing or correcting your personal information please see our [Privacy Policy](#).

## How to contact us

If you have an enquiry about how your personal information is being handled by us, our affiliates or service providers, in the first instance you should contact our Privacy Officer.

## Contact us:

Privacy Officer ClearView

GPO Box 4232 – Reply Paid

Sydney NSW 2001

Email: [privacyofficer@clearview.com.au](mailto:privacyofficer@clearview.com.au)

Phone: 1800 265 744

## Making a complaint

Information on how you can make a complaint about how we deal with your personal information can be found on our Complaints Handling page, [here](#).

You can also contact the Office of the Australian Information Commissioner (**OAIC**) at:

## Office of the Australian Information Commissioner

GPO Box 5288

Sydney NSW 2001

Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)

Phone: 1300 363 992 (Opening hours: 10am to 4pm, Monday to Friday AEST/AEDT)

Website: [www.oaic.gov.au](http://www.oaic.gov.au)