

Job Application Collection Notice

This Collection Notice explains in general terms how we protect the privacy of the personal information you provide when applying for a position with Livingstone Shire Council. In reviewing this Collection Notice and sending us your personal information, you consent to our collection, use and disclosure of that information in the manner set out below, unless you tell us otherwise.

What is personal information?

Personal information is any information which identifies you as an individual, or from which your identity can reasonably be ascertained. This includes your name, address, telephone number, date of birth, work experience, skills and qualifications, aptitude test results, referee contact details, visa details and other information relating to your career, education and personal interests that you provide to Council in your job application or resume.

Personal information may also be sensitive information, such as information about your health or criminal record. We only collect sensitive information if it is relevant to the requirements of a particular position and you consent, or the collection is otherwise allowed by law.

How your personal information will be collected

We will collect personal information directly from you when you apply for a position with us, for example, when you send us a job application via our website, or by email, mail or fax, or when you participate in an interview in person or over the phone.

We will also collect personal information from third parties when we receive the result of:

- reference checks
- enquiries that we make of professional associations or registration bodies
- competency or technical skills tests
- medical tests or psychological assessments
- verification of academic achievements
- police checks, where such checks are required
- Immigration

If you do not provide us with your personal information, we may not be able to consider your job application.

How your personal information will be used and disclosed

We will use your personal information to:

- assess your job application
- determine your actual or possible work placement
- verify the information you provide to us, for example, in relation to your health, work experience, skills, education, qualifications, criminal record, and if we require, citizenship, residency or visa work entitlements.

In using your personal information for these purposes, we may need to disclose your personal information to:



- your referees and previous employers
- the police
- health professionals
- the Department of Immigration
- the Commissioner for Children & Young People & Child Guardian
- other persons or bodies that are relevant to your job application, and that we may need to contact in order to verify the information that you provide to us.

We may also need to use or disclose your personal information for purposes allowed by law (such as in an emergency situation or to assist a law enforcement agency).

How your personal information will be protected

If you are unsuccessful in your application for a position, we will keep your personal information on file for up to two years.

If you are successful in your application, we will keep your personal information on file while you continue to work for us and for 70 years from your date of birth or seven years from date of separation, or resignation, whichever is later.

While we hold your personal information, we will take reasonable steps to protect it against, loss, unauthorised access, use, modification or disclosure, and any other misuse. We will destroy your personal information when it is no longer required by us in accordance with an approved disposal authority.

How to access your personal information or correct it

We will take reasonable steps to ensure that personal information that we hold about you is accurate, complete and up-to-date. If there is any change to the personal information that you provide to us, please let us know.

To make a request for access to your personal information, please complete and submit a *Right to Information and Information Privacy Access Application*. (Note that the law allows us to deny you access in certain limited circumstances. If we refuse access, we will give you reasons for our refusal.)

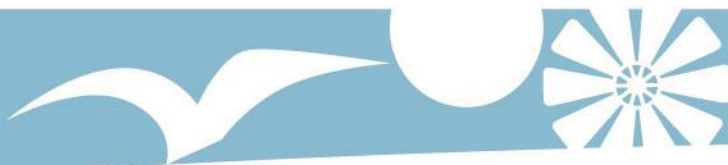
To make a request for correction of your personal information, please complete and submit an *Information Privacy Personal Information Amendment Application*,

We will try to respond to your request for access or correction promptly. We may, however, need up to 25 days to process your application.

How to make a complaint to us

To make a complaint about the way we have handled your personal information, please complete and submit our *Privacy Complaint Form*.

We will try to respond to your complaint promptly, in most cases within 14 days. We may, however, need up to 45 days to provide you with a response.



If:

- you are not satisfied with our response to your complaint; or
- 45 days has passed without a response from us; or
- We are unable to resolve your complaint,

You can lodge your complaint with the Office of the Information Commissioner on telephone (07) 32347373 or visit their website www.oic.qld.gov.au.

How to contact us

If you require more information on how we manage your personal information, wish to request access to, or correction of, your personal information, or wish to make a complaint about the way we have handled your personal information, please contact:

RTI Coordinator
Livingstone Shire Council
Town Hall
25 Normanby Street
YEPPOON QLD 4703

OR

Postal address:

Livingstone Shire Council
PO Box 2292
YEPPOON QLD 4703

Phone: 1300 790 919

Fax: 4836 4776

Email: enquiries@livingstone.qld.gov.au