

Privacy Collection Statement

What data will Austin Health collect about me & why?

Austin Health will collect your personal data as it may be necessary to process your application for employment as part of our recruitment and selection process. This personal data will include (but is not limited to): your name, address, employment history, education, qualifications, referees, memberships of professional bodies, etc.

This information may be collected from a number of sources, including interview notes, correspondence and any other documents generated during the recruitment process.

The primary purpose of processing your personal data is to consider your application for employment as part of Austin Health's recruitment process. In the event that your application for employment is successful, this data may also be retained and processed for the purpose of the ongoing employment relationship between Austin Health & you (this is in line with the General Retention and Disposal Authority for Records of Common Administrative Functions).

Finally, as detailed below, the information you provide may also be used to assess your suitability for employment as part of Austin Health's pre-employment background checks.

Sensitive personal data

Certain information about an individual is known as sensitive personal data. Austin Health may process your sensitive personal data during the recruitment process as follows:

- **Criminal records** – Austin Health requests and processes this information in order to monitor and maintain the honesty and integrity of its workforce. A criminal record will not necessarily be a bar to employment with Austin Health. If you have any doubt over whether you must declare any spent convictions, please contact our HR Solutions team or 03 9496 2511 or via email: HRsolutions@austin.org.au
- **Medical conditions** – during the recruitment process each applicant is asked to provide details of any medical condition(s) which may be relevant to position you wish to apply for. Austin Health will process this information in order to assess each applicant's ability to perform the inherent requirements of position you wish to apply for (in accordance with health and safety legislation). A disability or health condition will not necessarily be a bar to employment with Austin Health.
- **Equal opportunities monitoring** – Austin Health is an equal opportunities employer and does not discriminate upon the basis of an applicant's country of birth, sex, pregnancy, marital or family status, sexual orientation, religion or beliefs, age or disability. Austin Health asks this information to be provided on a voluntary basis. Any information of that nature which you provide will be stored securely and used only for the purposes outlined in this statement.

How will Austin Health use my personal data?

1. **Recruitment & selection** – your personal data will be used by Austin Health's People & Culture department, managers and other relevant employee involved in the recruitment process. For example, to review your application for the position you applied for, referring to your employment history & previous experiences during the interview, when finalising the recruitment decision, etc.
2. **Background checking** – Austin Health maintains the highest standards of honesty and integrity when recruiting for its workforce. As a result, it's is Austin Health's policy to undertake background checks for all applicants who are offered employment following the recruitment process.

Austin Health will not disclose personal information personal information to external organisations, except for related purposes. The verification checks are as follows:

- Applicant's identity
- Applicant's right to work in Australia
- Confirmation of consistency in the information provided
- Evaluation of employment references
- Confirmation of highest level of education
- Relevant professional certifications & qualifications.

If your application is successful and you are offered employment with Austin Health, it is essential that any information you provide is honest, accurate and not misleading. In the event that a discrepancy is discovered during the conduct of the background checks, the applicant will usually be given the opportunity to provide an explanation.

However, all applicants should note that, should such an explanation be unsatisfactory or if Austin Health otherwise determines the results of the background checks are a cause for concern, this could lead to any offer of employment being withdrawn, or where employment has commenced, the immediate termination of the employment relationship (including summary dismissal in appropriate cases).

In line with the above, all offers of employment made by Austin Health are expressly conditional upon satisfactory checks being completed.

What happens to my personal data?

Austin Health will keep your personal data secure and make it accessible to staff on a need to know basis. The personal information and health information of non-patients will be stored securely by the relevant area, and used and disclosed for the purpose for which it is collected or as otherwise permitted by the legislation.

In general, the legislation permits use and disclosure where:

- the use or disclosure is for the primary purpose of collection of the information.
- consent has been provided by the person.
- Austin Health reasonably believes that the use or disclosure is necessary to lessen or prevent a serious threat to an individual's, or the public's, health or safety.
- it is required under law, including disclosure in response to a subpoena.
- Austin Health reasonably believes that the use or disclosure is necessary for investigation of an offence by the police.

The information that you provide in your online application is stored in Austin Health's online recruitment system.

How long will my personal data be kept?

In line with the General Retention and Disposal Authority for Records of Common Administrative Functions, Austin Health will automatically make the following deletions:

- Unsuccessful applications – destroyed after 6 months
- Successful applications – all information collected will be kept on employee file

How can I access my personal information?

You may request access to your personal and/or health information held by Austin Health under the [Freedom of Information](#) process.

Cookies policy

Austin Health uses "cookies" as a fundamental part of our interaction with your internet browser.

A cookie is a small text file placed on your computer by our web server. We use "session cookies" on our website. Session cookies are temporarily held on your computer for the duration of your visit to our online recruitment system. The session cookie expires and is deleted, as soon as you close your browser or log out of the online recruitment system.

Our online recruitment system uses cookies to distinguish you from other users of the website. The cookie does not contain any personal or sensitive information. The cookie information will always be protected by strong encryption whenever the content is sent to us. The use of these cookies is essential for the correct and secure operation of our online recruitment system.

Complaints or enquiries about privacy at Austin Health

As per Austin Health's Privacy Policy, should you have any queries about your privacy, our Privacy Officer (Austin Health's General Counsel) may be contacted on 03 9496 5530 to discuss your concern.

Still require further information?

If you require any further information please contact our HR Solutions team on 03 9496 2511 or via email: HRsolutions@austin.org.au