

# Recruitment and Selection Privacy Policy

<b>Policy Number</b>	HR5.35
<b>Policy Type</b>	Corporate
<b>Policy Owner</b>	Executive Director People and Capability

## 1. Version Control

Date	Version	Prepared by	Approved by	Review Date
Aug 2017	1.0	Executive Director People & Capability	CEO	Aug 2020
Sept 2024	1.1	Executive Director People & Capability	CEO	Sept 2027
April 2025	1.2	Executive Director People & Capability	CEO	April 2028

## 2. Purpose of this 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

## 3. Scope

This policy, from the date of endorsement, applies to:

- all job applicants
- student applicants
- volunteer applicants including board directors
- recruitment agencies
- third-party service providers
- internal employees involved in the recruitment process

## 4. Policy

### 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.

We may collect the following information:

- Name
- Address
- Contact details
- Confirmation of education, qualifications and previous employment
- Reference checks
- Drivers Licence
- Evidence / Copies of ACT WWVP Card or NSW WWCC

- Health checks where required to assess suitability to the job role
- Other data as disclosed in your application CV or cover letter

Where required by law, YWCA may conduct some of the following pre-employment screening checks:

- Criminal History
- Bankruptcy
- Directorship searches
- Company checks

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.

### **How we collect information**

Collection is either direct through your submission of a soft copy application via our Human Resources Information System (HRIS) Aurion or through a third-party website (e.g. SEEK or Ethical Jobs). For information provided through a third-party site, please refer to their privacy policy for how they collect and hold your information.

### **Storing of and using personal information**

Applications sent directly to us are stored in electronic format. We ensure this information is stored securely and have procedures in place to protect your personal information.

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.

Your application will be used to determine your suitability for the job you have applied for. Your information will be shared only with relevant managers engaged in the hiring process to make this determination. People who have access to your application may include:

- People and Capability Team
- The Hiring Manager
- CEO and COO
- Recruitment Selection panel

### **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. YWCA Canberra has a designated confidential document bin, the contents of which are securely destroyed regularly.

For applications made via third parties like SEEK, please refer to the third-party sites for their retention policies.

### **Data quality and security of your personal information**

You may at any time contact [human.resources@ywca-canberra.org.au](mailto: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 endeavour to update or correct your personal information.

YWCA Canberra has a security process in place to ensure your personal information remains secure and protected. YWCA Canberra takes steps to protect the personal information held against loss, unauthorised access, use, modification or disclosure and against other misuse. These steps include reasonable physical, technical and administrative security safeguards for electronic and hard copy of paper records.

### **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.

### **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 People and Capability team at [human.resources@ywca-canberra.org.au](mailto:human.resources@ywca-canberra.org.au).

### **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.

### **Complaints**

You have the right to complain or enquire about how YWCA Canberra handles your personal information. To make a complaint or enquire about our processes you can contact the People and Capability team at [human.resources@ywca-canberra.or.au](mailto:human.resources@ywca-canberra.or.au) or visit our website for our feedback and complaints process.

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

## **5. Roles and Responsibilities**

**The Chief Executive Officer** is responsible for endorsing and authorising this policy.

**The Executive Director People and Capability** is responsible for ensuring systems and processes are in place across the organisation to support YWCA Canberra to achieve this policy's objectives and to meet all legislative and regulatory obligations, contract and service agreements, and quality standard requirements.

This policy is current and reviewed in accordance with the Policy Review Schedule or at any other time when changed circumstances or legislation may require.

**Managers and Supervisors** are responsible for ensuring all program and service staff comply with YWCA Canberra policies and procedures and are informed and aware of this policy and associated procedures.

**All Staff** are required to comply with this policy and make themselves available to attend any relevant training. Staff supporting consumers and hosting guests are further required to make those people aware of their responsibilities in relation to this policy.

## 6. Related Legislation

<b>Related Legislation</b>	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 Australian Charities Not-for-profit Commission Act 2012 (Cth) <a href="http://www.oaic.gov.au">www.oaic.gov.au</a>
<b>Related Policies</b>	OP2.11 Privacy and Records Management Policy HR5.2 Recruitment Policy

## Acknowledgment

YWCA Canberra acknowledges Aboriginal and Torres Strait Islander People as the traditional owners and custodians of the land on which we live and pays respect to their Elders past, present and future.

We are committed to inclusive communities, workplaces, policies and services for people of all backgrounds, genders, sexualities, cultures, bodies and abilities.

