



Privacy Notice for Job Applicants

Introduction

The Salvation Army Southern Territory (The Salvation Army), a not-for-profit organisation, is committed to upholding the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth). This notice provides information to job applicants about how TSA will collect and handle the personal information you provide through the recruitment and selection process.

Privacy Officer

Our Privacy Officer is responsible for ensuring that our privacy policies are adhered to. Our detailed privacy policy can be accessed:

- online at <http://www.salvationarmy.org.au/Privacy/>,
 - by contacting our Privacy Officer on (03) 8878 4535 or
 - by writing to us at PO Box 479, Blackburn VIC 3130.
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Privacy Policy

Our Privacy Policy includes information about how you may access and update the personal information we hold about you and details of how you can complain about a breach of the Australian Privacy Principles and how we will deal with your complaint.

Purpose of Information we collect

The Salvation Army collects your personal and sensitive information that we believe is reasonably necessary to consider your application for employment and/or facilitate and manage your employment relationship with The Salvation Army.

By providing us with this sensitive information you consent to our use or disclosure of your information for a secondary purpose directly related to the primary purpose. Unless permitted by law, we will not use this information for any other purpose without your consent.

What information we collect

The information we collect includes the information you provide to us:

- in your job application
 - any additional verbal information collected by our staff through discussion with you (for example at interview), and
 - any information we may need to collect about you from third parties on your behalf (for example referee comments).
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Access to your information

You may request access to the information we hold about you at any time by contacting our Privacy Officer.

By not collecting this information we may be unable to assess your suitability for employment and unable to facilitate and manage your employment relationship with us.

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Disclosure of Information

In order to consider your application for employment and/or facilitate and manage your employment relationship with The Salvation Army we may need to disclose this information to organisations and individuals that carry out functions on behalf of or in conjunction with The Salvation Army. These may include:

- Government agencies and public sector bodies
 - Health care providers
 - Workers compensation and other insurance providers
 - Recruitment agencies, and
 - Individuals or businesses we contact for reference check purposes.
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Your consent to collect information

In order to consider your application for employment and/or facilitate and manage your employment relationship with The Salvation Army, you consent to our collecting of sensitive and personal information about you from:

- recruitment agencies,
 - law enforcement agencies for criminal checks and working with children checks,
 - educational institutions to verify qualifications and
 - from individuals or businesses we contact for reference check purposes.
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Requirements to collect information

The collection of this sensitive and personal information may be required by:

- the Income Tax Assessment Act 1936 (Cth) and the Income Tax Assessment Act 1997 (Cth)
 - child protection legislation
 - court orders, and/or
 - our funding agreements for particular programs or projects with State and Federal governments
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International Disclosure

The Salvation Army is an international movement with a presence in over 120 countries. While every effort is made to keep personal information we hold in Australia only, in order to perform these tasks and activities, we may need to disclose your personal information to overseas recipients such as:

- individuals and businesses we contact for reference check purposes and
 - liaising with government agencies and public sector bodies for the purpose of assisting with a 457 Visa application (if applicable).
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**How we store
your information**

The personal information we collect about you will be stored securely in a recruitment file. Once the recruitment process is complete the information will be treated as follows:

| If you are... | Then ... |
|---|--|
| Successful, and become an employee | An employee file will be created for you and the information will be stored on this file. |
| Unsuccessful and are not offered the position | The information will be stored on the recruitment file for 12 months before being destroyed. |
