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| **1.0 BACKGROUND** |

Bass Coast Health (BCH) is committed to protecting personal information that is collected. BCH complies with the Privacy Act 1988, and Australian Privacy Principles.

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| **2.0 PURPOSE** |

This document outlines important information about the collection, storage and handling of personal information obtained by BCH as part of the employment process.

**3.0 SCOPE**

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| Chief Executive Officer Freedom of Information Officer (FOI) | * Responsible for meeting all legislative requirements * Responsible for ensuring that all requests for information are addressed appropriately |
| Executive Directors | * Responsible for taking appropriate action where this policy has been or may have been breached * Responsible for continuing education of staff. |
| Health Information Manager | * Overall responsibility to ensure that all confidential information is stored and destroyed appropriately * Responsible for providing guidance on collection, use and disclosure of personal information |
| Managers | * Responsible for compliance and facilitating compliance of staff that they supervise/manage |
| IT Manager | * Conduct routine and adhoc audits of security measures |
| Job Applicants (internal and external) | * To understand and act on this guideline |

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| **4.0 PRACTICE GUIDELINES** |

**Collecting Information**

In most cases, personal information is collected directly from the job applicant.

BCH may also collect information from third parties, such as nominated referees or the organisations that they represent.

Referees may provide BCH with information about job applicants on a confidential basis. Applicants are not entitled to access such information, and BCH will not share it without the referee's consent.

BCH collects personal information that is reasonably necessary to evaluate applications for employment and takes appropriate steps to protect such information from interference or unauthorised access or disclosure.

If applicants do not provide requested information, BCH may not be able to properly evaluate their application and as a result their application may be rejected.

If applicants choose to provide BCH with sensitive information, for example information about their health, they consent to BCH collecting and disclosing that information to carry out functions and activities unless advised otherwise.

**Information Security**

BCH utilises technology and security policies to protect any personal information collected, however applicants should be aware that there are risks in transmitting information across the Internet. While BCH strives to protect such information, the organisation cannot guarantee the security of any information transmitted online and individuals do so at their own risk.

BCH will take reasonable steps to protect information from misuse and loss and from unauthorised access, modification and disclosure.

**Disclosing Information**

BCH will only disclose applicant’s personal information to third parties with appropriate authorisation.

The third parties may include:

* Referees (or the organisations they represent);
* Professional associations or registration bodies;
* Recruitment agencies or other third parties assisting us with recruitment for an advertised position; and/or
* Any person with a lawful entitlement to obtain the information.

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| **5.0 OTHER PROTOCOLS/GUIDELINES OF INTEREST:** |

Confidentiality & Privacy of Personal Information Policy & Procedure

**6.0 KEY PERFORMANCE INDICATORS**

* Employment Candidate Privacy Collection Statement published on the BCH online recruitment portal (Mercury eRecruit)

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| **7.0 REFERENCES** |

Privacy Act 1988

Australian Privacy Principles