



## **Information Privacy**

Churches of Christ Community Care is committed to ensuring the privacy of personal information. During the employment recruitment process Churches of Christ Community Care will manage personal information in accordance with Churches Of Christ Community Care's Privacy Policy and the *Privacy Act 1988 (Cth)*.

Churches of Christ Community Care may collect personal information about an applicant when the applicant deals with us by telephone, fax, e-mail, visits our web site or e-recruit system or meets with us in person. Churches of Christ Community Care may also obtain personal information about applicants from third parties; for example, from nominated referees; when receiving the results of a competency or medical test; or conducting background checks. Types of information collected include, but are not limited to:

- The information included in the application or resume, for example, candidate's name, mailing address, telephone number, e-mail address, employment history and other information relating to the applicant's career.
- Information collected during the course of the interviewing and assessment process such as interview notes and assessment results.
- Information contained on a National Police Certificate
- A minimum of two reference checks from previous employers. Referees are nominated by the applicant.
- Other miscellaneous information that is disclosed by the applicant and is included as part of the resume, cover letter or application

Personal information provided to Churches of Christ Community Care by applicants will be used only for the recruitment and selection process. The information will only be distributed, in strict confidence, to Churches of Christ Community Care employees that are involved in the recruitment process. All personal information will be held in a secure location.

Personal Information regarding an applicant is maintained until the recruitment and selection process is complete and Churches of Christ Community Care has no further need for the information. At this time all hard copies of resumes and all other personal information of unsuccessful applicants will be securely destroyed. Information contained in Churches of Christ Community Care's e-recruit system regarding applicants shall be maintained for possible vacancies arising in the future. Applicants may review, update and/or delete this information by logging into the e-Recruit system at any time.

If you provide us with personal information of other people (including referees) we encourage you to inform them that:

- You are disclosing information about them to Churches of Christ Community Care and why;
- They can access that information by contacting us if they wish;
- Churches of Christ Community Care does not usually disclose such information to third parties;
- We may store their information in accordance with the principles set out in this document.

Applications, resumes, interview notes of successful applicants and information gathered during the recruitment and selection process will be retained on file for the duration of employment.

Churches of Christ Community Care will not return information supplied by candidates unless specific prior arrangements have been made and confirmed in writing by the Director of Support Services. We will not sell or otherwise provide to any third party, except where required to by law or as part of the recruitment and selection process, any personal information collected or held by Churches of Christ Community Care.