

RECRUITMENT PRIVACY POLICY



Protecting your privacy and your personal and sensitive information is important to us, as it is fundamental to the way we conduct business.

Generation Health is sensitive to privacy issues and treats very seriously the trust our future staff have placed in us. You can be reassured that Generation Health has best practice procedures in place for handling and protecting your personal information.

GAINING YOUR CONSENT

Generation Health will provide you with a copy of this policy free of charge, and request your consent to us collecting, using and retaining personal and sensitive information.

TYPES OF INFORMATION WE WILL COLLECT, STORE AND USE

The personal information collected, stored and used by Generation Health for the purposes of assessing your employment candidacy may include, but is not limited to:

- Personal details including, but not limited to, name, address and contact information.
- Employment history including, but not limited to, details of skills, abilities, training undertaken, past and current employer details.
- Copies of qualifications and training records.
- Information that may minimise or mitigate business risks that may be inherent in any employment based relationship.

HOW INFORMATION WILL BE COLLECTED

Generation Health will collect personal information from you and persons you have nominated, including your referees.

This may include obtaining copies of records, verbal discussion and electronic copies of information.

PURPOSE FOR COLLECTING YOUR INFORMATION

Generation Health will only collect personal information that is reasonable and necessary for assessing your potential as a future employee. We require this information to guide our decision making. This information is necessary to determine your suitability to the role you have applied for and to our organisation; assess your suitability for any other or future positions vacant; ensure that our legislative, contractual and accreditation requirements can be met, and manage risks to our business and any opportunities that may be presented.

CONSEQUENCES IF PERSONAL INFORMATION IS NOT COLLECTED

In some circumstances we may not be able to assess your suitability to our organisation and to the role you have applied for if we are not able to collect personal information.

DISCLOSING YOUR PERSONAL INFORMATION

Your personal information, including sensitive information, will not be disclosed to anyone other than those parties you have consented to.

There may be some circumstances and exceptions, as permitted under the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and Privacy Act 1988, where your personal information may be disclosed.

Generation Health will not disclose personal or sensitive information to overseas recipients.

STORAGE OF YOUR PERSONAL INFORMATION

Generation Health will store your personal and sensitive information securely and maintain its confidentiality. Access to your information will be restricted to authorised staff of Generation Health.

ACCESSING YOUR PERSONAL INFORMATION

If you would like to access or revise your personal and/or sensitive information you can contact the Manager to discuss this, or send a request via email to: privacy@interactgroup.com.au

You are entitled to seek access to your personal and sensitive information and request correction of such information. Before access is permitted you will be required to establish proof of identity.

In some instances it may not be possible to provide you with complete access if the request relates to existing or anticipated legal proceedings, or if it would have an unreasonable impact on the privacy of others, or pose a serious threat to the health or life of any individual, and other circumstances set out in the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Generation Health will aim to respond to requests for access to and correction of personal information within 14 business days.

Where appropriate, your personal information will be provided, when requested in writing, in the manner that you have requested providing this is reasonable.