

# Privacy Statement

## CHILDREN'S CANCER INSTITUTE AUSTRALIA RECRUITMENT PRIVACY STATEMENT

This statement tells you about what the Children's Cancer Institute Australia ('the Institute') has in place to protect the privacy of individuals that apply to the Institute for employment or volunteering positions (including student engagement).

In order to create an applicant profile and/or apply for positions at the Institute, you must read and accept the following Privacy Statement.

The Institute is committed to safeguarding the privacy of applicants' information. We have implemented measures to comply with our obligations under the *Privacy Act 1988* (Cth) ("the Act"), *Health Records and Information Privacy Act 2002* (NSW) and other privacy laws including the *General Data Protection Regulation* (EU). All staff are bound by the Act and by the Institute's Privacy Policy.

### Collection of your personal information

The Institute collects your personal information directly from you during the recruitment process. It may collect your personal information from other sources, but only with your consent or where required or authorised by law.

Personal information collected by the Institute includes your name, home address, other contact details, date of birth, residency/citizenship status, work permit or visa details, unique personal identifier assigned by the Institute, work and educational history, educational qualifications, professional licences, CV, and security/background checks. The Institute may also collect personal or health information such as your gender, ethnicity, health information and disability information including accessibility or workplace adjustment requirements.

Personal information is only collected for purposes that are directly related to and reasonably necessary for the legitimate functions and activities of the Institute. You will be advised of any consequences of not providing personal information requested by the Institute or where the collection is required by law.

### Security and retention of your personal information

The Institute stores your personal information in systems owned and managed by the Institute, and in other systems under licence or by agreement. Service providers of such systems are contractually bound by privacy and security requirements. Access to your personal information is limited to Institute employees and contractors who have a legitimate reason to access the information.

The Institute is required by law to retain records that may contain your personal information for certain periods of time depending on the type of record.

### Use of your personal information

Your personal information will be used to provide you with services related to recruitment at the Institute and to support the Institute's planning and quality improvement activities. This includes:

- corresponding with you;
- enabling consideration of your application in respect of the position you applied for or other suitable positions;
- verifying your identity and other details;
- conducting police and other pre-employment checks (including referee checks) where such checks are a requirement of the position you applied for;
- informing you about Institute job opportunities that may be of interest to you, such as recruitment programs, volunteer programs, and other recruitment or engagement activities;
- for benchmarking, analyses, quality assurance and planning purposes;

- research and statistical analysis, systems development and testing, and data analysis to develop and improve services and activities (e.g. marketing, recruitment and human resources etc); and
- (if you are successful in your application) placing certain personal information on the Institute's Human Resources database

The Institute will seek your consent prior to the use of your personal information for any other purpose, except where that other use is authorised or required by law. If you give your consent you may subsequently withdraw your consent in writing at any time.

### **Disclosure of your personal information**

Your personal information will be disclosed by the Institute only where necessary to support the uses outlined above. Where personal information is disclosed, it will be done only to the extent necessary to fulfil the purpose of such disclosure. Such disclosures may include to:

- third parties related to the recruitment process (e.g. an executive search firm, external members of selection committees);
- government departments to satisfy the Institute's statutory reporting obligations; and
- contracted service providers which the Institute uses to perform services on its behalf.

The Institute may also disclose your personal information where authorised or required to do so by law, including:

- where disclosure is authorised or required by subpoena, search warrant or other statutory instrument;
- to a law enforcement agency where such disclosure is necessary to investigate an offence where there are reasonable grounds to believe that an offence may have been committed; and
- where the Institute believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of you or another person.

In all other circumstances, the Institute will obtain your consent prior to the disclosure of your personal information, including to:

- third parties related to pre-employment checks or verification of your information (e.g. referees, former employers, educational institutions, professional bodies and professional associations, and government agencies); and
- medical or health practitioners or specialist advisors to conduct appraisals, tests or assessments (e.g. fitness to perform work duties, necessary reasonable adjustment requirements etc).

If you give your consent, you may subsequently withdraw your consent in writing at any time.

### **Your rights in relation to your personal information**

You may request access to and amendment of your personal information that is held by the Institute, including for corrections, amendment, deletions or data portability. Any such request will be subject to any legal rights and obligations imposed upon the Institute to retain such information (e.g. retention obligations under the State Records Act).

If you wish to access, amend or delete your personal information, or withdraw consent for a specific use or disclosure of your personal information, please contact: [privacy@ccia.org.au](mailto:privacy@ccia.org.au)

For more information on how the Institute manages personal information, all other privacy enquiries, and how to make a privacy complaint, please contact: [privacy@ccia.org.au](mailto:privacy@ccia.org.au)