



Northeast Health Wangaratta

Privacy Collection Statement (Recruitment and Employee Records)

Northeast Health Wangaratta (NHW) is committed to ensuring that your personal information, including your health information, is handled by People & Culture (P&C) in accordance with the Privacy Act 1998, the Health Records and Privacy and Data Protection Act 2014, and other relevant privacy legislation.

People & Culture at NHW includes the following teams:

- HR Services
- Recruitment
- Payroll
- Health, Safety & Wellbeing
- Fitness for Work

How we collect personal information

When you apply for a position, or upon commencement of employment at NHW, you are asked to supply information to enable the processing of your employment application and for the ongoing maintenance of your employment. Generally, this information includes:

- Address
- Date of birth
- Disabilities
- Health details including vaccination status
- Name
- Personal contact details
- Previous employment details
- Qualifications
- Identity proof - Passport and/or Visa details
- Emergency contact details
- Superannuation information
- Gender
- Salary details
- Citizenship status
- Photo Image
- Bank account details
- Referee details
- Tax file number

Additional personal information will also be collected during the course of your employment to manage your ongoing employment. Examples may include time attendance, leave requests, medical certificates, performance appraisals, etc.

In most circumstances, personal information will be collected directly from you. For instance, you provide us with information when you complete employment forms, update information through our online platforms and when you enter data directly into our online recruiting system, LiveHire. At the time information is being collected, you will be advised if there is a legal requirement for you to supply the information, for example if it is required by immigration or tax law.

In some circumstances, information about you may be provided by third parties, such as executive search firms, third party recruitment providers or Police Check providers. Other

Page 1 of 3

Contact:

Phone: (03) 5722 5111
Fax: (03) 5722 5109
ABN: 13 157 273 279

Mail: PO Box 386 Wangaratta VIC 3676
Email: enquiries@nhw.org.au
Web: www.nhw.org.au

Locations:

Hospital: 35-47 Green Street Wangaratta
Community Care Centre: 4-12 Clark Street Wangaratta
Illoura Residential Aged Care: 32-50 College Street Wangaratta

people such as previous employers and nominated referees may also provide us with information about you.

Why we collect personal information

The primary purpose for collecting your personal information is to process your employment application, maintain your employee records and to administer your employment, salary and superannuation. We may also need to collect your information if we are legally required to do so such as under the Child Protection (Working with Children) Act 2012, or to check visa status through the Commonwealth's Visa Entitlement Verification Online service.

Use of personal information

Personal information collected or held by P&C will be used for managing processes associated with your employment with NHW. These activities may include the following:

- Recruitment, selection and appointment functions
- Payroll processing
- Ongoing human resources management such as:
 - Superannuation administration
 - Occupational Health and Safety
 - Workers compensation
 - Staff training and development
 - Staff appraisals, probation and promotion

P&C may also use personal information in the following circumstances:

- in order to deal with management of grievances or disciplinary procedures
- for the recovery of payroll overpayment debts
- for insurance purposes and the management of work-related travel
- to provide details to identify you, for use in other NHW systems
- for overall NHW planning or for purposes required by legislation eg Australian taxation legislation, employment legislation and immigration legislation
- other related HR processes such as reporting on workforce profiles in an aggregate (non-identifying) format and, where required, provide this to external bodies
- in accordance with relevant NHW policies, Code of Conduct and our Enterprise Agreement.

Storage and security of personal information

P&C will store your personal information in an electronic format and in a secure physical employee file. Our security procedures along with our technological systems provide a rigorous security environment which restricts access to authorised staff only.

Disclosure of personal information

P&C will generally only disclose your personal information to third parties if you have authorised us to do so, or if we have told you of our requirement to do so. However, from time to time NHW may be required to disclose your information in circumstances such as:

- If required to do so by law. This could be required by subpoenas, court orders, Workers Compensation or Commonwealth government agencies such as Services Australia (Centrelink), Department of Home Affairs, the ATO, Commission for Children and Young People or their equivalents
- If there are reasonable grounds to believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual

In the general course of business, your personal information may be provided to:

- Referees
- Our insurers
- WorkCover Victoria and
- Our contractors, suppliers and service providers

No personal information about staff will be released to the media without the consent of the individual concerned and consultation with the Media & Communications Department.

How you can access your personal information

You have the right to access your personal information that is held by NHW. You are also entitled to request that personal information held about you is accurate and up-to-date, and therefore be amended accordingly. As the accuracy of information held depends largely on the information you provide, we recommend that you:

- advise us immediately if there are any errors in your personal information, and
- keep us up-to-date with changes to your personal information, such as name and contact details.

Employees can request to make changes to, or access their personal information held in their personnel files by contacting the P&C department via email hr@nhw.org.au

Employees can request to make changes to, or access their personal information held in their personnel files by contacting the P&C department via email hr@nhw.org.au.

Employees will be required to provide a written signed request if they wish to:

- examine the contents of their personnel file, or
- have any corrections made or additional material added to their file, or
- request copies of certain documents on their file.

Access to personnel files must be carried out in the presence of a P&C staff member. Files cannot be removed from P&C and documents cannot be removed from the file.

Personal information can also be sought under the Freedom of Information Act 1982 (Vic). Please note that fees may apply.

Contact us

Candidates and employees should contact P&C on hr@nhw.org.au or 03 5722 5737.

Complaints

If you have a grievance about the way your personal information is being managed by NHW, or have a question regarding privacy you should contact NHW on enquiries@nhw.org.au.

The NHW's Privacy Policy provides further information on your rights and responsibilities in the management of personal and health information.