

Ballarat Community Health – Personal Details Collection Statement Human Resources, Volunteers and Students



Collection & Use of Personal Information

1. Ballarat Community Health collects personal information, including sensitive information, about staff and volunteers before and during the recruitment process.
2. Some of the information we collect is to satisfy the organisation's legal obligations, particularly to enable the organisation to discharge its duty of care.

Certain laws governing or relating to the organisation's operations require the collection of specific information. These include; The Child Wellbeing and Safety Act 2005, Working with Children Act 2005, the Health Practitioner National Regulation Law Act (Vic) 2009 and the Disability Act 2006.

3. Ballarat Community Health collects and uses personal and sensitive information provided by employment applicants for the primary purpose of assessing and processing applications. Ballarat Community Health collects and uses personal and sensitive information provided by staff for purposes directly related to their employment relationship with Ballarat Community Health, including performance evaluation and management. We may make notes or prepare a confidential report with respect to an applicant's application or a staff member's employment status.

This information includes but is not limited to:

- Resumes, inclusive of such items as the applicant's name, address, contact details such as telephone numbers and email addresses, skills and employment history details.
 - Police checks (including proof of identity)
 - International police check (if so required)
 - Working with Children Check
 - Statutory Declarations
 - Academic Transcripts and other transcripts relating to various accreditations
 - A minimum of two reference checks from previous employers
 - Other miscellaneous information disclosed by the applicant and included as part of the resume and/or application
 - Information collected during the course of the interviewing process such as interview notes and assessment results
 - Use and disclosure of your personal information
4. Ballarat Community Health collects and uses the Police Record Check and proof of identity process to ensure:
 - The organisation meets legislative requirements with regard to minimising risk to staff, clients, patients and the community
 - The organisation meets policy and contractual obligations of the State Government
 - Confirmation for applicants that by not providing the required information, the applicant understands they will be withdrawing from the recruitment process, student placement or the ability to act as a volunteer
 - Clarity around what police record check paperwork will be destroyed and/or retained
 - That where the organisation intends to employ the applicant the relevant funding department/agency will be informed about the presence and nature of any disclosable record.

5. Ballarat Community Health retains unsuccessful employment and volunteer applicant's information for specified periods as required by applicable legislation and regulation as per below;

DOCUMENT	PERIOD RECORDS KEPT
Police Application Check Form and proof of identity documents	12 months maximum
International Police Check (if required)	6 Months
Details of Offences Identified Through Police Checks	3 months maximum
Safety Screening Assessment Form (if required)	6 years
Referee Report	6 years
Medical Check	6 years
Selection Report	6 Years

6. Ballarat Community Health retains successful employment and volunteer applicant's information for specified periods as required by applicable legislation and regulation;

DOCUMENT	PERIOD RECORDS KEPT
Police Application Check Form and proof of identity documents	12 months maximum
International Police Check (if required)	Indefinitely
Details of Offences Identified Through Police Checks	3 months maximum
Safety Screening Assessment Form (if required)	Indefinitely
Referee Report	Indefinitely
Medical Check	Indefinitely
Selection Report	6 Years

7. We are required to conduct reference checks for all employment, volunteer and some student applications and will contact an applicant's nominated referees only once consent has been obtained. Unless otherwise stated, the listing of names and numbers of referees by applicants on their resume is deemed by Ballarat Community Health as such consent.
8. Ballarat Community Health may collect information about alumni (and students) from time to time. The primary purpose of collecting this information is to enable us to inform alumni about activities of Ballarat Community Health and to keep alumni informed about other members.
9. Ballarat Community Health publishes information about alumni in its newsletter, and sometimes on Ballarat Community Health website. Information which has appeared in a public domain document [e.g. newspaper] may be included without seeking permission. Otherwise we will only publish information received directly from the staff member/Alumni.
10. Photographs taken at alumni events may be reproduced or published on the website. Permission for this will be sought as part of the event invitation process.

If you have any questions about the way Ballarat Community Health handles the information that you provide, or to gain access to personal information held by Ballarat Community Health, please contact the Human Resources Department, 12 Lilburne Street, Lucas, 3350.