

RECRUITMENT AND SELECTION PRIVACY POLICY



1. OBJECTIVES

- 1.1 This recruitment and selection privacy policy only covers information that AMA Queensland collects as part of its recruitment and selection process. If you provide personal information in another context, such as in a customer context, then please refer to our general privacy policy available at <https://ama.com.au/qld/privacy-policy>.
- 1.2 AMA Queensland is committed to protecting your privacy. AMA Queensland is bound by the *Privacy Act 1988* (Cth) (**Privacy Act**), which sets out a number of principles concerning the protection of your personal information known as the Australian Privacy Principles (**APPs**).
- 1.3 AMA Queensland also operates subsidiary companies referred to as “related companies” in this statement.
- 1.4 Set out below is information that AMA Queensland is required to communicate to individuals (**Candidates**) in connection with personal information collected about individuals during AMA Queensland’s recruitment processes. This policy may be amended from time to time. A current version will always be available at this web link <https://ama.com.au/qld/privacy-policy#recruitment-and-selection-privacy-policy>.
- 1.5 All applications for employment with AMA Queensland are treated as confidential in accordance with the Privacy Act.
- 1.6 This policy operates in conjunction with the Privacy Act and other relevant laws.

2. DEFINITIONS

- 2.1 **Personal Information:** information relating to an individual, including an opinion, which may be provided to AMA Queensland as part of its business requirements either in written form or not, and whether true or not. Such information may personally identify an individual or make the person’s identify reasonably apparent.
- 2.2 **Sensitive information:** information or an opinion about an individual’s racial or ethnic origin, political opinions, membership of a political association, religious beliefs, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences, criminal record or health information.

3. YOUR PERSONAL AND SENSITIVE INFORMATION

- 3.1 This policy relates to Candidate’s personal and sensitive information collected by any means for the purpose of AMA Queensland’s recruitment and selection processes.

- 3.2 If a Candidate does not provide their personal or sensitive information, AMA Queensland may be unable to progress a Candidate's application or offer of employment, or to consider a Candidate for future employment opportunities.
- 3.3 Personal information collected during our recruitment processes may include:
- (a) ID information, such as your name, postal or email address, telephone numbers, licenses, date of birth, gender details;
 - (b) other contact details such as social media handles you use on recruitment websites;
 - (c) resume and other correspondence;
 - (d) work history and education history;
 - (e) health information, disabilities and psychometric testing results;
 - (f) other information AMA Queensland considers necessary to our recruitment processes.
- 3.4 Sensitive information may be required to be collected in some circumstances. AMA Queensland will only collect sensitive information if it is necessary for business purposes and for the inherent requirements of the position. Sensitive health information will only be collected with your consent.
- 3.5 All information collected will be used and disclosed by AMA Queensland only as outlined in this document. AMA Queensland takes reasonable steps to ensure that a Candidate's personal and sensitive information is held securely.

4. HOW WE COLLECT YOUR PERSONAL INFORMATION

- 4.1 It is AMA Queensland's usual practice to collect personal information about Candidates:
- (a) directly from Candidates, for example where a Candidate provides information by applying to a printed or online advertisement or submitting information through an online recruitment portal managed by AMA Queensland;
 - (b) where relevant, and with the Candidate's consent, through a third party recruitment service provider;
 - (c) from third parties, with a Candidate's consent. For example, AMA Queensland may seek information about a Candidate's:
 - (i) prior employment history through reference checks;
 - (ii) eligibility to work in Australia through a visa status check;
 - (iii) educational qualifications by requesting confirmation of qualifications or results from an academic institution;
 - (iv) aptitude or other psychometric testing;
 - (v) ability to perform the inherent requirements of the position, through medical and other allied health professionals, or criminal record history check and/or working with children check;
 - (d) from speaking to AMA Queensland over the phone;

- (e) through publicly available networking sites, such as Facebook or LinkedIn.
- 4.2 We may also collect information about you because we are required or authorised by law to collect it.
- 4.3 If your application is successful and you are offered employment with AMA Queensland, as a condition of employment we will ask you to provide evidence of your identity and legal entitlement to work in Australia. We will also ask for personal information, such as emergency contact details, tax file number and bank account details which will form part of your employee file.
- 4.4 If AMA Queensland does not have a Candidate's prior consent to collection of personal information from a third party AMA Queensland will take reasonable steps to inform the Candidate that it has collected personal information from a third party.

5. HOW WE USE YOUR PERSONAL INFORMATION

- 5.1 Candidate's personal information may be used in order to:
 - (a) assess a Candidate's application (or an application submitted on the Candidate's behalf by a recruitment service provider) for advertised positions;
 - (b) invite Candidate's to apply for future positions of interest with AMA Queensland and its related companies, unless you notify us that you do not wish this occur. If you do not wish to receive information about future employment opportunities, please contact amaq@amaq.com.au or 07 3872 2222;
 - (c) for AMA Queensland and its related companies statistical reporting and analysis in relation to recruitment;
 - (d) in connection with AMA Queensland management of any business risks, investigation, resolution and defence of complaints of legal claims, compliance with court orders and other legal obligations and regulatory requirements associated with the recruitment process.
- 5.2 If you are successful in securing a position with AMA Queensland we may also use your personal information for employment-related administrative purposes.
- 5.3 Unless authorised by the Privacy Act, a Candidate's personal information will not be used for any other purpose without a Candidate's consent.

6. WHEN AMA QUEENSLAND MAY DISCLOSE YOUR PERSONAL INFORMATION

- 6.1 AMA Queensland may disclose your personal information to related companies for the purposes of:
 - (a) enabling related companies to consider you, and contact you, in relation to future positions of interest with AMA Queensland and its related companies;
 - (b) statistical reporting and analysis in relation to recruitment;
 - (c) AMA Queensland and its related companies may need to disclose a Candidate's personal information to organisations outside AMA Queensland, including organisations located outside of Australia, for the purposes outlined above. AMA Queensland takes reasonable

steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information. These organisations may carry out:

- (i) information technology services;
- (ii) website usage analysis;
- (iii) management and administrative tasks.

7. ACCURACY AND STORAGE OF PERSONAL INFORMATION HELD

- 7.1 AMA Queensland will endeavour at all times to maintain an accurate record of each Candidate's personal information.
- 7.2 To assist AMA Queensland to keep its records up to date, Candidates should ensure all personal information provided to AMA Queensland is accurate and up to date, and to notify AMA Queensland of changes where appropriate.
- 7.3 Personal information held by AMA Queensland will be stored and managed in accordance with our general privacy policy.

8. CANDIDATES CAN ACCESS THEIR PERSONAL INFORMATION

- 8.1 Candidates may request access to information that AMA Queensland holds about them by contacting the privacy manager at amaq@amaq.com.au or 07 3872 2222.
- 8.2 If the personal information held is incorrect, Candidates may request that AMA Queensland amend our records by contacting amaq@amaq.com.au or 3872 2222 and AMA Queensland will take reasonable steps to do so.
- 8.3 AMA Queensland may make reasonable changes for access to information and may refuse to provide access to, or delete, information where this is required or authorised by the Privacy Act or another law.

9. HOW TO CONTACT AMA QUEENSLAND

- 9.1 If you have any questions in relation to this recruitment privacy policy or if you have a problem or complaint or would like to give us feedback please contact the privacy manager on amaq@amaq.com.au or 3872 2222.

I hereby acknowledge receipt and accept the contents of this recruitment and selection privacy policy.

Signed
Name of recipient

Date