



RECRUITMENT COLLECTION NOTICE

The Shire of Collie collects and manages personal information to recruit employees, trainees and volunteers. This includes assessing job applications, carrying out pre-employment checks, contacting applicants and managing the recruitment process.

Who is collecting your information?

Shire of Collie
87 Throssell Street, Collie WA 6225
Phone: (08) 9734 9000
Email: colshire@collie.wa.gov.au

You can contact the Shire using the details above if you would like to access or correct your personal information. You may also have rights under the Privacy and Responsible Information Sharing Act 2024 (WA) and other applicable laws.

How are we authorised to collect and manage your information?

The Shire collects, uses, stores and discloses personal information in accordance with applicable legislation, including:

- Privacy and Responsible Information Sharing Act 2024 (WA)
- Local Government Act 1995 (WA)
- Equal Opportunity Act 1984 (WA)
- Fair Work Act 2009 (Cth)
- State Records Act 2000 (WA)
- Work Health and Safety Act 2020 (WA)
- Other applicable laws relating to employment, recruitment and local government administration

What information do we collect?

Depending on the position, we may collect:

- your name, address and contact details
- your resume, cover letter and application form
- employment history, qualifications and work experience
- licences, permits, tickets and certifications
- referee and reference details
- information to confirm your identity and right to work in Australia

- pre-employment screening information, such as police clearances, Working with Children Checks, medical assessments, qualification checks and licence verification, where required for the position
- diversity information that you choose to provide voluntarily
- any other information reasonably required to assess your suitability for the role

Who do we collect information from?

We may collect personal information:

- directly from you
- from recruitment agencies acting on your behalf
- from your nominated referees
- from former employers, where relevant and lawful
- from qualification, licensing and accreditation bodies
- from police screening, Working with Children Check and other screening providers where required for the position
- from other sources where authorised or required by law

Why do we collect your information?

We collect personal information to:

- assess your application
- determine your suitability for a position
- verify your qualifications, licences and employment history
- carry out reference checks and pre-employment screening where required
- communicate with you throughout the recruitment process
- comply with legal and workplace obligations
- create and maintain employment records if you are successful

How may your information be used or disclosed?

Your personal information may be used for the purposes listed above and may be shared with:

- Shire employees involved in recruitment, human resources and management
- recruitment agencies, assessment providers and other service providers engaged by the Shire
- your nominated referees and, where applicable, former employers for reference checking
- qualification, licensing and accreditation bodies for verification purposes

- medical practitioners, occupational health providers or screening agencies where relevant to the position
- government agencies, regulators and law enforcement bodies where authorised or required by law

Storage and Retention of Information

The Shire takes reasonable steps to protect personal information from misuse, interference, loss and unauthorised access, modification or disclosure.

Your information is stored in the Shire's records management systems and other authorised business systems used for recruitment and employment administration.

The Shire retains personal information in accordance with the State Records Act 2000 (WA), approved recordkeeping requirements and other legal obligations.

Information will only be kept for as long as necessary to manage the recruitment process, meet legal and recordkeeping requirements, resolve complaints or disputes, and support employment-related obligations.

When information is no longer required and is eligible for disposal, it will be securely destroyed or de-identified.

What happens if you do not provide the information?

If you do not provide the requested information, the Shire may be unable to:

- assess your application
- verify your qualifications, licences or employment history
- carry out required reference checks or screening
- determine your suitability for the position
- progress your application through the recruitment process
- offer you employment, a traineeship or a volunteer opportunity

Your Personal Information

If you believe the Shire has mishandled your personal information, you can lodge a privacy complaint using the contact details above or by contacting the Shire's Privacy Officer at privacy@collie.wa.gov.au

Please note that information provided during a recruitment process may be retained for recruitment, employment, audit, legal compliance and recordkeeping purposes in accordance with applicable legislation and the Shire's recordkeeping obligations.