

Privacy Collection Notice for Candidates

We are committed to protecting your privacy. This privacy collection notice outlines how we handle your personal information that is submitted during the recruitment process of new employees to Designer Life.

We will collect, store, and hold your information only for the purposes outlined herein. Designer Life acknowledges some sensitive information is collected and will treat it accordingly.

What information is collected?

We will need to collect personal details from you, including your contact details, residential details, full name and work history. We will also need to collect your COVID-19 Vaccination status, your criminal history and information regarding previous employment, including misconduct and termination details.

Purpose of collection

The purpose of the above collection is to assist us to recruit and select the best possible personnel to work at Designer Life, to maintain a safe working environment for all staff, and to meet our obligations to protect and appropriately service the vulnerable participants who our employees work with.

The COVID-19 vaccine is an integral control measure for minimising the risk of COVID-19 infection and transmission and it forms an important part of our COVID Safe plan for Designer Life. If you provide information in the form of certification from a medical practitioner that you are unable to receive a vaccination, or a second vaccination dose, due to a medical contraindication or acute medical illness, we will use this information for the purpose of recording the valid exemption and making appropriate arrangements.

How will we handle and manage your information?

All sensitive data including criminal history and vaccination status, will be transmitted via secure path within our IT environment and stored within secure digital storage. Your individual data will only be visible to a limited number of authorised staff. Any evidence you submit will be validated by one of these authorised staff members and the status recorded, but the evidence will not be retained.

How your information will be used and disclosed

Your information will only be visible to a limited number of authorised staff who will only have access for the purpose of verifying documents you have supplied, or who require this knowledge to make a selection decision or manage your employment conditions.

To comply with Government Directions, we may share your information with Authorised Officers on their request.

Information collected will only be used for the purposes stated in this notice or where otherwise permitted by law. Once a candidate is employed, their information is used in accordance with our *Privacy Policy for Workforce*.

Further information

You may seek further information or complain about the way we have used your information by contacting our Privacy Officer:

privacy@designerlife.com.au