

# Privacy and Confidentiality Policy

## Prospective employee information sheet

So that we can process your enquiry for employment with Helping Hand, we will need to obtain information from you that may be of a personal nature. We respect your right to privacy so this document has been written to advise you of how we deal with your information once we have received it. If you want to know more please ask us to discuss our Privacy Policy with you.

### What information is collected about me during the recruitment process?

The information we collect about you may include, but is not necessarily limited to, the following:

- / Your name, address and contact details.
- / Employment history
- / Information with respect to your current health
- / Your police record
- / Details from referees and referee checks
- / Notes taken during an interview

### Who has access to the information collected about me?

Any information provided to us is placed on a file which is kept secure at all times. We will ensure that only those people involved directly in the processing of your information will have access to it.

### What happens to my information if I am not successful in an advertised position?

Once the recruitment process has been completed and the position filled (this process may take up to four weeks after interviews have been held) all of your personal information will be destroyed. We will not keep any of your information collected during the recruitment process. You will need to provide new information should you apply for any future advertised positions, unless you have specifically asked us to retain your resume on file.

### What happens to my resume if I send it for consideration for future vacancies?

In the event that you have supplied your resume for consideration should a vacancy arise, it will be kept on file for three months then destroyed.

### What if I have a complaint?

In the event that you have any complaint about the way we deal with privacy issues, please contact us. If we cannot resolve the issue to your satisfaction, you have the right to contact the Office of the Australian Information Commission to address the issue.

### Our contact details are:

Privacy Officer  
Helping Hand  
184 Glynburn Road, Tranmere SA 5073  
Ph: 1300 653 600  
Fax: 8366 5401  
Email: [info@helpinghand.org.au](mailto:info@helpinghand.org.au)  
Web: [www.helpinghand.org.au](http://www.helpinghand.org.au)

