



## **Privacy Statement: Recruitment and Selection of New Staff**

Home Support Association Inc manages information obtained through recruitment and selection activities by applying the Privacy Principles contained in the *Qld Information Privacy Act 2009* and HSA Policy on Privacy & Confidentiality.

### **Operational Procedure:**

- Any personal information held by us on any applicants who have applied for a position must be used for no other reason than determining the suitability of an applicant for the position that they have applied for. There may be occasions where for the purposes of recurring vacancies that applications are shared across Home Support Association Inc. Applicants will be given the opportunity to consent to the sharing of their application before this occurs.
- If the personal information is used for any purposes other than recruitment and selection, the applicant must give their consent.
- The information (both electronic and hard copy) will be held in a secure environment and should only be accessed by those directly involved in the recruitment process.
- At any time an applicant can have access to their personal information and may wish for their personal information to be removed from our records. If this request is made during the recruitment process then it will be considered that the applicant has withdrawn their application.

### **Access under the Qld Right to Information Act 2009**

Applicants have the right to request access to any information Home Support Association Inc holds about them under the *Right to Information Act 2009*.