

Mercy Health Privacy Statement

Last updated March 2019

1. Purpose of this Privacy Statement

- Mercy Health ('we', 'us', 'our') is committed to protecting your privacy rights and are bound by the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth) (Privacy Act). For details of our Mercy Health's legal structure, refer to our website [here](#).
- This Privacy Statement applies to the collection, use, disclosure and handling of your personal or information by us.
- It is important that you read this Privacy Statement, which may change from time to time, so that you understand how we will handle your personal information when applying for a position with us.
- Your application for a position with us through Equifax eRecruiter will constitute your express consent to our use of your personal information to assess your application and to allow us to carry out both recruitment analytics and any monitoring activities which may be required of us under applicable law as an employer. Without your personal information we may not be able to progress considering your application for positions with us.

2. How and why do we collect your personal information?

- We collect personal information directly from you;
- We receive results of inquiries that we might make of your former employers, work colleagues, professional associations or registration body(s) or government departments (e.g. Department of Home Affairs for eligibility to work);
- We receive the results of any competency, academic, credentialing or medical test or background checks including criminal record checks and working with children checks or any other pre-employment checks relevant to the position for which you are applying;
- We collect information about you from public domain sources;
- You provide us with any additional information about you;
- We collect personal or information about you which is relevant to your application for employment with us, which is required by law or to meet our government funding requirements.

3. What personal information do we collect?

This will depend on the position for which you are applying, however the information we will generally collect from you includes current and historical personal information including:

- Your name (including prefix or title);
- Contact details (including postal address, email address and phone number(s));
- Nationality;
- Gender;
- Previous employment history and positions held;
- Information relevant to meeting pre-employment and legal checks (e.g passport copies, driver's licence);
- Health information where relevant.

4. Use and Disclosure

We will use your personal information for the purpose for which it was collected, which is to assess your application. We may also use your information for secondary purposes, including continuous improvement, resolving complaints you may have regarding the recruitment process, and handling requests for data access or correction.

As part of the application and recruitment process, we may disclose your personal information to:

- Academic institutions;
- Screening check providers;
- Health service providers;
- Professional and trade associations;
- Law enforcement agencies;
- Relevant government departments.

5. Access and correction

Subject to certain exceptions set out in Privacy Act, you can gain access to the personal information that we hold about you.

To make a request to access your personal information, you will need to complete an application form verifying your identity and specifying what information you require. The form can be downloaded from our [website here](#).

You may also request that we correct the personal information that we hold about you if you believe it to be inaccurate, incomplete, out-of-date, irrelevant or misleading. If you wish to exercise your rights of correction you should contact us on the telephone number or email address listed below.

6. Security

We take reasonable steps to hold your personal information securely in electronic or physical form and to prevent unauthorised access, modification or disclosure. We maintain a number of security processes, procedures and systems and we store your information in access controlled premises or in electronic databases requiring logins and passwords. We require our third party data storage providers to comply with appropriate information security industry standards. Our staff with access to your personal information are subject to formal confidentiality obligations.

7. Overseas disclosure of your personal information

It is not intended that your personal information will be disclosed to anyone overseas, unless it is required as part of our legal or funding requirements (e.g. where international police checks are required or referees are located overseas).

8. Privacy enquiries and Complaints

If you have an enquiry or complaint about our information handling practices, please contact us by email at hrrsupportservices@mercy.com.au

Alternatively, if you are not satisfied with our response to your complaint, or if you prefer, you can contact the Office of the Australian Information Commissioner:

Phone	1300 363 992
Mail	Director of Compliance Office of the Australian Information Commissioner GPO Box 5218 Sydney NSW 2001
Website	www.oaic.gov.au