



Collecting personal information for employment purposes

Purpose

This privacy notice relates to the handling of personal information for employment purposes. AMSA is committed to the protection of privacy and must comply with the Australian Privacy Principles contained in the *Privacy Act 1988* (Cth) (Privacy Act) when handling any personal information.

It is important that you read this privacy notice so that you understand how your personal information will be handled in connection with your employment or application for employment with AMSA, including how your personal information will be used and the circumstances in which it may be disclosed.

What sort of personal information is AMSA collecting?

AMSA may collect the following personal information in an employment context:

- name, date of birth, place of birth, gender
- contact details (including emergency contact information)
- identification documents
- education and employment history, including attendance and performance records
- citizenship status, visa and work rights
- financial information, including bank details
- health records
- criminal record
- racial or ethnic origin.

Why does AMSA collect your personal information?

AMSA collects your personal information in order to properly and efficiently carry out its employer functions in connection with your employment.

AMSA may use your personal information in an employment context for functions including:

- determining eligibility and suitability for employment or contract engagement, such as referee checks, criminal history checks and suitability assessments
- maintaining employment, payroll and other administrative records
- managing and responding to litigation, claims, disputes and complaints
- managing and assessing medical conditions and workers' compensation claims
- for matters relating to diversity and inclusion, workforce availability and engagement, learning and development, data and analytics and performance management
- for matters related to rights and entitlements under AMSA's enterprise agreement
- preventing, detecting and investigating fraud, misconduct or other unlawful activity
- taking reasonable steps to protect the health and safety of employees
- determining how staff services are targeted and provided



- meeting legislative obligations under the *Fair Work Act 2009*, *Safety, Rehabilitation and Compensation Act 1988*, *Work Health and Safety Act 2011*, *Disability Discrimination Act 1992*, and *Public Interest Disclosure Act 2013*

Staff contact details and emergency contact information may also be used for emergency management purposes.

What happens if AMSA does not collect your personal information?

If AMSA does not collect your personal information, AMSA cannot properly and efficiently carry out its functions as an employer.

Who will AMSA disclose personal information to?

AMSA will predominantly disclose your personal information for the same purpose for which it has been collected. The types of bodies or persons AMSA may disclose your personal information to, for employment purposes, include:

- previous employers, agencies or persons, as part of a pre-employment check, including referee reports and suitability checks
- organisations that supply contractors, to manage and administer labour hire arrangements and the provision of services to AMSA by contractors
- health practitioners, for the purpose of providing health services to staff, including pre-employment medicals and fitness for duty assessments
- external investigators, police, prosecutors and courts to assist with HR matters, and misconduct or fraud investigations
- legal service providers, for the purpose of obtaining legal advice and representation
- judicial and quasi-judicial bodies in relation to litigation, claims, disputes and complaints
- other Commonwealth, State or Territory authorities for the purpose of Code of Conduct investigations, breaches and sanctions, and investigating alleged corruption, misconduct, fraud or other unlawful activity
- Comcare for compensation claims and safety and rehabilitation matters
- Commonwealth Superannuation Corporation for superannuation purposes
- Australian Taxation Office for salary and taxation purposes
- service providers, vendors, suppliers and other third parties, with whom AMSA has a commercial relationship.

AMSA may also disclose information where authorised or required by law.

Overseas disclosure of personal information

It is not likely that your personal information will be disclosed to any overseas recipients.

Access to and correction of personal information

AMSA's Privacy Policy provides information about how you may access and request corrections of your personal information held by AMSA. A copy of the Policy can be accessed at <https://www.amsa.gov.au/about/who-we-are/guide-our-privacy-policy>.



Privacy complaints

AMSA's Privacy Policy provides information about how you may make a complaint about a breach of the Australian Privacy Principles and how AMSA deals with complaints. A copy of the Policy can be accessed at <https://www.amsa.gov.au/about/who-we-are/guide-our-privacy-policy>.