



RECRUITMENT PRIVACY STATEMENT

Building Commission and Associated Bodies

The *Building Act* 1993 established a number of statutory bodies related to building including:

- the Building Commission (“**Commission**”);
- the Building Advisory Council;
- the Building Practitioners Board;
- the Building Appeals Board; and
- the Building Regulations Advisory Committee.

The Commission provides administrative support services to all the statutory bodies listed above (“**associated bodies**”). This recruitment privacy statement applies to the Commission and the associated bodies in relation to the collection and handling of personal and health information about individuals for the purpose of recruitment activities.

The Commission and the associated bodies are committed to appropriately collecting and handling personal and health information in order to carry out their statutory duties. Personal and/or health information about individuals is only collected if necessary for the functions or activities of the Commission (or one of the associated bodies). Personal information about an individual is collected and handled in accordance with the Information Privacy Principles (“IPPs”) in the *Information Privacy Act* 2000 and health information about an individual is collected and handled in accordance with the Health Privacy Principles (“HPPs”) in the *Health Records Act* 2001. Such information is only used or disclosed for the purpose for which it is collected, unless use or disclosure for another purpose is required or authorised by law.

To read these two Acts of Parliament governing how the Commission and the associated bodies are required to manage personal and health information relating to individuals, search under “Victorian Law Today” on the Victorian Legislation and Parliamentary Documents website at: www.legislation.vic.gov.au

Collection of personal and/or health information

The Commission and its associated bodies collect personal and health information via resumes/curriculum vitae, letters, academic transcripts, references and information collected during interviews and the recruitment process for the purpose of processing applications for employment and assessing the suitability of applicants.

Personal and/or health information is collected directly from applicants and also third parties such as referees and recruitment agencies. Depending upon the particular recruitment process, applicants may not be aware of the position brief and the identity of the organisation (the Commission or one of its associated bodies) until interview stage.

Further personal and/or health information will be collected during the selection process including, but not limited to, information collected via telephone screening, interviews, psychometric assessments, skills testing (e.g. information technology skills, cognitive ability) and reference checking.

The provision of personal and/or information in the context of your application is voluntary, but where information is not provided or is insufficient or inaccurate, the Commission or one of its associated bodies, may be unable to fully process your application or properly consider you for employment.

Candidates may submit modified information or additional information for consideration in relation to their application up to the closing date for the advertised vacancy. If at any time a candidate's details change (i.e. address information and/or contact details), the candidate may request that the information held by the Commission be corrected.

Use and disclosure of personal and/or health information

Personal and health information is treated in the strictest confidence and is only used for the purpose of recruitment by the Commission. It will be used to assess applications for specific positions. Applications may also be considered for other potentially suitable roles within the Commission. If you do not wish to be considered for any other employment positions, please advise us not to use your personal and health information for this purpose.

Personal and health information is disclosed internally within the Commission, with access being restricted to members of our business area responsible for human resources functions and the selection panel. It may also be disclosed to referees, recruitment agencies and other third parties who assist the Commission and its associated bodies in the recruitment process.

Personal and health information relating to individuals is held in accordance with requirements under the *Public Records Act 1973*. Information collected about applicants who are ultimately unsuccessful is only retained for a statutory period of 6 months. If you are successful in your application the information provided will form the basis of your employee records.

Recruitment and employee information relating to individuals is stored securely either in a confidential electronic file or, if in hard copy, a locked filing cabinet/room. Information is destroyed in accordance with legal requirements by secure means.

Privacy Policy

The Privacy Policy is available for more detail about how personal and health information is collected and handled within the Building Commission and its associated statutory bodies, in line with our statutory obligations. The Privacy Policy is available at www.buildingcommission.com.au

Access and Correction

Individuals are able to request access to the personal and/or health information about them held in documents of the Commission and the associated bodies.

Individuals are also able to request to have corrected any personal and/or health information held about them if it is not accurate, complete and up to date.

Most requests for access and correction are managed under the *Freedom of Information Act* 1982. Access under the *Freedom of Information Act* will be provided for a valid request unless the document requested is an “exempt document” within the meaning of that Act. Where correction for an inaccuracy is agreed to, the correction or amendment may take the form of a notation on the original document. Such a notation will not have the effect of deleting or expunging the information which has been corrected.

Requests must be made in writing identifying the documents sought or in the case of a request for correction, identifying the document, detailing the claimed incorrect information and specifying the amendments that it is proposed be made. Requests should be sent to:

- the Commission;
- the Building Advisory Council;
- the Building Practitioners Board;
- the Building Appeals Board;
- the Building Regulations Advisory Committee,

at: P O Box 536
Melbourne VIC 3001

More detailed information about how Freedom of Information requests are managed can be found on the Victorian Government website Freedom of Information Online www.foi.vic.gov.au. A request form can be printed from that website and used to make a request for personal and/or health information to any of the above bodies.

Contact details

All queries in relation to recruitment or your application should be directed to the area that manages human resources functions, the People and Culture team, on 9285 6420 or 9285 6329 or via email to recruit@buildingcommission.com.au .

Any concerns about how the Commission or any of the associated bodies have handled personal or health information about an individual should be addressed to the Manager,

Legal Services so they can be directed to the appropriate area for the Commission or the associated body. Contact details for the Manager, Legal Services are:

Manager, Legal Services
Building Commission
P O Box 536
MELBOURNE VIC 3001

Ph: (03) 285 6400

Related documents:

- Privacy Policy
- Website Privacy Statement