

## RECRUITMENT PRIVACY STATEMENT

The Building Commission is committed to protecting privacy and maintaining the confidentiality of personal information collected in the course of carrying out its statutory functions. In line with the Commission's Privacy Policy, this privacy statement explains our policy for dealing with resumes and other personal information that you disclose to us in relation to recruitment opportunities at the Commission.

### What types of information do we collect?

The Commission collects personal information in the form of resumes and other information provided by you as an applicant (such as academic transcripts, references and information collected during the interview and selection process).

### Use and disclosure of your information

Your personal information will be treated in the strictest confidence and will only be used for the purpose of recruitment by the Commission. It will be used to assess your application for the specific position that you applied for. Your application may also be considered for other potentially suitable roles within the Commission. If you do not wish to be considered for any other such positions, you will need to advise us not to use your personal information for this purpose.

Your personal information will therefore be disclosed internally within the Commission, with access being restricted to members of Organisational Effectiveness and the selection panel. It may also be disclosed to referees, recruitment agencies and other third parties who assist the Commission in the recruitment process.

### How do we collect your information?

Resumes used for the purpose of recruitment will be sourced directly and through third party agencies. All applicants will have access to a position brief and be advised of the organisation's identity at, at least, interview stage.

The provision of personal information in the context of your application is voluntary, but where information is not provided or is insufficient or inaccurate, the Commission 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 correct the information held by the Commission.

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

### How long will your recruitment information be stored?

Resumes will be stored securely either in a confidential email storage file or in a locked filing cabinet/room for a statutory period of 6 months as is the requirement under the law. Hard copy resumes will be destroyed after this period via a confidential waste paper disposal method.

If you are successful in your application the information provided will form the basis of your employee records.

### Contact

All queries in relation to your application should be directed to a member of the Organisational Effectiveness team on 9285 6420 or 9285 6329.

### Privacy Policy

Please also review the Building Commission's Information Privacy Statement and Privacy Policy for a more detailed explanation of how personal information is collected and handled within the Building Commission and its associated statutory bodies, in line with our statutory obligations. Our Information Privacy Statement and Privacy Policy are available on the [Building Commission Website](#).