**Personal and Health Information**

Wyndham City Council is committed to handling personal and health information in accordance with privacy laws. During the course of your recruitment or employment, Council will collect personal information about you. Personal information can include sensitive or health information, such as, but is not limited to:

|  |  |  |
| --- | --- | --- |
| * Name and address
 | * Date of Birth
 | * Gender
 |
| * Contact Details
 | * Cultural Identification
 | * Emergency Contacts
 |
| * Superannuation Details
 | * Bank Account Details
 | * Tax File Number
 |
| * Employment History
 | * Qualifications
 | * Licenses
 |
| * Citizenship/Residential status
 | * Criminal Records Information where required for specific roles/positions
 | * Health & Medical Information
 |

**Purpose**

The information collected is necessary to fulfil recruitment and employment functions. The People and Capability staff will explain, why the information is being collected (unless this is self-evident); how the information will be used; and/or if there is a need to disclose the information to another party. Individuals will also be advised how they can access and/or arrange to change their information.

The individual understands that the personal, sensitive and health information provided will be collected, used and disclosure as outlined below and/or as explained to you.

**The information collected will be used to:**

* Communicate with you
* Assess your application for recruitment and employment suitability
* Process pay and action entitlements
* Enable day to day operations associated with your employment
* Provide workplace information within the workplace directory
* Contact next of kin in case of an emergency involving you or potential risk to your welfare
* Inform you on any changes in our policies, entitlements and/or services
* For municipal purposes as specified in *the Local Government Act* 1989
* Comply with legislative reporting requirements
* Ensure compliance with our policies and/or procedures
* Benchmark, analyse, review, audit and/or for planning purposes
* Any other purposes permitted within the privacy laws.

**The Information collected may be disclosed to organisations/people, including but not limited to:**

* Departments within Wyndham City Council
* Municipalities as specified in the *Local Government Act* 1989
* Organisations, Legal advisors, professional advisors and/or consultants engaged by Wyndham City Council
* Government Agencies & Departments, such as:
Australian Tax Office (ATO); Child Support Agency; Centrelink, Department of Immigration
and Border Control; Department of Education and Training; Australian Department of Human Services; Department of Health and Human Services; Victoria Police; Australian Federal Police and WorkSafe
* Your nominated Financial Institution
* Your nominated Superannuation Scheme
* Your nominated medical practitioner
* Organisations that provide staff benefits such as unions, health funds, etc
* Organisations that require the information as part of your licensing /registration requirements
* In the event of an emergency, injury or illness, your next of kin, medical practitioners, emergency response personnel and your legal representatives
* Your nominated representatives/support person/referees

Additionally, disclosure can occur where consented to by you, is legally permitted or necessary to prevent, or lessen, a serious threat to life or health.

**Retention of Information**

Where your application for recruitment is successful, Council will retain all your information which will become part of your employment record.

Where your application is unsuccessful, your information will be deleted after a period of 18 months. During this period, your application information may be used to assess your suitability for other opportunities that may arise.

**Wyndham City Privacy Policy**

Council’s [Privacy Policy](https://www.ag.gov.au/Pages/Privacystatement.aspx) outlines personal information handling practices, including details on how you can seek access or correction of your personal information. The Privacy Policy also contains information about how you can contact us, and how you can make a complaint if you think we have breached our obligations under the *Privacy and Data Protection Act 2014 and Health Records Act 2001.*

For more information on the handling of personal information, see Council’s Privacy Policy on at [Council’s Privacy Policy](https://www.wyndham.vic.gov.au/about-council/your-council/administration/privacy-policy-website-privacy-disclaimer)

If you seek access to, or wish to amend your personal or health information contact Council via email at: peopleserviceshelp@wyndham.vic.gov.au or contact the relevant People and Capability staff on (03) 9742 1821.

If you have any concerns regarding the handling of your information, contact Council’s Privacy Officer at: mail@wyndham.vic.gov.au

**Privacy References**

* *Privacy and Data Protection Act 2014* (Vic)
* ‘Your privacy rights’ – Office of the Victorian Information Commissioner
* *Health Records Act 2001 (Vic)*
* Health Records Regulations 2012
* *Charter of Human Rights and Responsibilities Act 2006*