

# Information privacy for position applicants

## Queensland Health Information Privacy Requirements

Information privacy requirements for Queensland Health are set out in nine privacy principles contained in the *Information Privacy Act 2009*. The principles represent minimum standards for the collection, security, use and disclosure of all personal information held by Queensland Health, including personal information about position applicants.

All Queensland Health staff must comply with the privacy principles and supporting policies when dealing with your personal information.

## Applicant information

Information you provide as an applicant (in a written application or at an interview) is used primarily by the selection panel to assess merit for a position. Access by other Queensland Health staff is limited to what is necessary to undertake associated administrative requirements—for example, processing applications, scheduling interviews or processing appointments.

The application coversheet asks for your contact details as well as employment equity information. Providing equal employment opportunity (EEO) information is optional. This information is de-identified and is used to monitor and further plan State Government EEO initiatives. It may be provided to State Government departments for this purpose.

Identifying information about you is usually only disclosed with your consent. We may rely on your implied consent to contact referees or to conduct pre-employment checks (discussed further below), but will seek specific consent for other purposes—for example, if we wish to share the information

you have provided for similar vacancies. Disclosure of identifying information without your consent will only occur where required or authorised by law.

## Referee checks

The selection panel may seek information from your nominated referees for the purposes of assessing your claims against the selection criteria for the position. Referee information is limited to employment related information. In the event that unfavourable or adverse information is received, you will be given an opportunity to respond and this will be taken into account in the evaluation process.

In some circumstances, the selection panel may wish to seek further information from additional referees. The chair of the selection panel will discuss this with you before contacting referees other than those listed in your application.

There may also be occasions where you wish to delay informing referees that you have applied for a position. If you wish to be advised prior to your referees being contacted, you need to say so clearly in your application.

## Pre-employment screening

In some circumstances it may be necessary to verify information you have provided (e.g. verifying your qualifications or previous employment details). If we receive information that varies from what you have provided, we will seek clarification from you.

Criminal history checks will be undertaken for persons recommended for employment to a position in Queensland Health. Other pre-employment screening (for example, discipline

history checks), may also be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

The role description will indicate if a pre-employment screening may be undertaken in relation to the position for which you are applying. Pre-employment checks are conducted for the preferred applicant(s) only. If we receive information that may exclude you from further consideration, you will be given an opportunity to respond and this will be taken into account in the evaluation process.

## **Notification/publication of appointments**

You will be notified in writing of whether or not your application has been successful. The successful applicant's name may also be published in the Queensland Government Gazette and/or the Queensland Health Service Bulletin.

## **Access to information**

The *Information Privacy Act 2009* (IP Act) and/or the *Right to Information Act 2009* (RTI Act) provide mechanisms to seek access to, and amendment of, personal information. If you wish to make an application under this legislation, you should contact the delegated decision-maker within the department or Hospital and Health Service.

A list of these contact details and further information regarding the RTI/IP legislation is available on the Queensland Health website:

[www.health.qld.gov.au](http://www.health.qld.gov.au)

Search for 'privacy contact'.