

Privacy Collection Statement

Senses Australia is committed to your privacy and in accordance with the Privacy Act (1988) and the Australian Privacy Principles. This statement contains important information about how Senses Australia will process your personal data collected via our eRecruitment system in connection with your application for employment. Please read this statement carefully before proceeding with the application. We may revise this Privacy Collection Statement from time to time by updating this page.

Collection of personal information

When you apply for a position and throughout the recruitment process you will be asked to provide personal information to enable the processing of your application. Information that we will request and collect includes:

- Resumes, including name, address, contact details such as phone and email address, skills and employment history details
- Qualifications and Professional memberships
- Reference check details from previous employers
- Pre-employment medical
- National Police Clearance
- Entitlement to Work in Australia
- Driving Licence
- 100 Point Identity
- Information collected during the interview process

We may also need to collect your information such as Working with Children Checks or to check visa status through the Commonwealth's Visa Entitlement Verification Online service.

Why we collect your personal information

The primary purpose for collecting your personal information is to process your employment application, maintain your employee records and to administer your employment, salary and superannuation

Use of personal information

Your personal information is used to assess your suitability for the job/s you are applying for and managing the recruitment processes related with your ongoing employment. This would include:

- Recruitment, selection and onboarding
- Payroll processing and superannuation administration
- Workplace health, safety and workers compensation
- Staff training and development
- Staff appraisals, probation and promotions

Storage and security of personal information

Senses Australia will store your personal information in a combination of electronic and paper formats.

This online recruitment system is powered by Mercury eRecruit. When you apply for jobs at Senses Australia your personal information is stored on the Mercury eRecruit database. Mercury meets privacy obligations with regards to handling of personal information, access and storage.

Accessing and accuracy of personal Information

At any time you can advise Senses Australia of changes to your personal information and you have the right to ask for personal information held about you. As the accuracy of the information held predominately depends on the information that you provide, we recommend advising us immediately if there are any errors to your personal details and to keep us updated with any changes to your personal information.

Further information

In the event that you have any questions, please contact our Recruitment Officer on (08) 9473 5450 or recruitment@senses.org.au

By continuing with your application you are consenting to Senses Australia in the collection and handling of your personal information in accordance with this privacy collection statement. If you do not provide us with the information requested as part of the recruitment process, we may not be able consider your application.