

# Privacy Statement

Recruitment

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## Privacy Statement – Recruitment

This Privacy Statement applies for the purposes of any recruitment and onboarding processes at Water Corporation. For information about how Water Corporation deals with personal information and privacy general, please visit: [Privacy \(watercorporation.com.au\)](http://Privacy (watercorporation.com.au))

Water Corporation is committed to protecting your personal information. This Privacy Statement together with our Privacy Policy (available at [Privacy \(watercorporation.com.au\)](http://Privacy (watercorporation.com.au))) (collectively “**our Privacy Documents**”) describes how we manage your personal information in accordance with the Australian Privacy Principles as set out in the Privacy Act 1988 (Cth) (“**the Privacy Act**”).

Please ensure that you have read our Privacy Documents. If you continue and provide any information to Water Corporation (including through any of Water Corporation’s third-party service providers) you represent to us that you have read and understood our Privacy Documents and agree to their terms and conditions.

From time to time and for any reason we may change how we handle your personal information. We will update our Privacy Documents as applicable to reflect any changes made. The most current versions will always be published on our website at [Privacy \(watercorporation.com.au\)](http://Privacy (watercorporation.com.au))

### Personal Information we collect and hold

We will collect and hold personal information about you for the purposes of assessing your application for employment at Water Corporation and future employment opportunities with us.

If you are successful in your application, we will use your personal information as part of the onboarding process and to manage your employment with us. The type of personal information we may hold or collect includes:

- Name
- Date of birth
- Address, telephone numbers, email addresses
- Residency/visa status information
- Passport, birth certificate or other identity documents
- Education and employment history, qualification information including any certifications
- Employment status

If you are offered employment at Water Corporation, we will also collect financial information such as your tax file number, bank account number, superannuation and union membership information.

We may also collect and hold information that you provide to us about other individuals (e.g. name and contact details of referees). You are required to inform those individuals that their personal information is being provided to us, and to inform them that they can contact Water Corporation for further information on how we handle their personal information.

### Personal Information from pre-employment screening

As part of the recruitment and onboarding process we may collect personal (including sensitive) information by completing pre-employment screening checks. Depending on the role applied for, we may carry out any one or more checks such as:

- confirmation of education and / or previous employment;
- reference checks;
- medical checks (including psychometric testing);

- criminal history checks;
- financial probity checks;
- information about professional / trade association memberships;
- directorships;
- company checks; and
- in limited circumstances depending on the position applied for, Department of Foreign Affairs and Trade anti-terrorism checks.

Providing your personal and sensitive information is voluntary. If we do not have your personal information, we may be unable to progress with your application and you may not be able to receive future communications about employment with Water Corporation.

If you continue to participate in our recruitment process you will have agreed to Water Corporation and its third party service providers to conduct some or all of the pre-employment screening checks as required for the role you have applied for.

## **Health and Safety**

In order to help Water Corporation fulfil its obligations under applicable Work Health and Safety legislation, you agree to fully disclose any disability, medical condition or injury that may affect your ability to perform the inherent requirements of a position, and/or require Water Corporation to consider reasonable adjustments in the workplace, and/or pose a risk to your health and safety, and/or the health and safety of your fellow employees in the workplace.

Water Corporation may require you to undertake a company medical examination and drug screening to determine whether you are able to perform the inherent requirements of the position. In those circumstances, any offer of employment will be subject to you passing this examination.

## **Visa requirements**

Water Corporation is required under law to check your visa status and right to work in Australia, with the Department of Home Affairs. You may be required to produce documentary evidence accordingly.

Australian Citizens will be asked to supply one of the following documents:

- (a) Birth Certificate; OR
- (b) Australian passport photo page; OR
- (c) Australian Citizenship Certificate.

Visa holders (including permanent residents) will be required to supply a copy of the following documents:

- (a) The photo page of their passport; AND
- (b) Current Australian visa which provides a right to work in Australia.
- (c) ImmiCard

## **How we will collect and hold information**

We may collect personal information directly from you when you contact us or express interest in a position available at Water Corporation, or sign up to receive alerts about employment opportunities that may be available in the future.

We also collect personal information from third parties' who we have engaged to provide services as part of our recruitment and onboarding process. We use LiveHire to administer and manage our recruitment

process including the collection and storage of personal information on our behalf. LiveHire will also use, hold and disclose your personal information in accordance with LiveHire's Privacy Policy and Terms.

Other types of third parties' where personal information may be collected and stored from include job advertising websites (e.g. SEEK, LinkedIn Jobs), recruitment agencies, your previous employers, other individuals who have referred you for a position at Water Corporation, pre-employment screening check providers (e.g. Cited), your referees or others who may be able to provide information to assist us with our decision.

## How we use personal information

Your personal information is used for our recruitment process and activities, including:

- to assess your suitability for the position you apply for;
- to build a talent pool of prospective candidates for future job opportunities at Water Corporation based on profile matches;
- to consider and contact you in relation to future employment opportunities;
- to conduct pre-employment screening checks;
- to contact you with information and updates on employment with Water Corporation ;
- to prepare an offer letter or contract of employment if your application is successful;
- to conduct surveys.

Your information may also be used for other purposes as described in our Privacy Policy.

By joining the Water Corporation Talent Community or applying for a role at Water Corporation you are opting in to receive email communications from Water Corporation which may include information about future employment opportunities, news and promotional materials and events that we consider match the personal preferences you selected. You can cease being a member of Water Corporation's Talent Community, unsubscribe or change your communication preferences at any time by logging into your LiveHire profile. See the "*Accessing your personal information and updating your communication preferences*" section of this Privacy Statement.

We will not use the personal information that you have provided as part of the recruitment and onboarding process in relation to the supply of water services.

## Who we disclose personal information to

We may disclose your information to third parties that assist us in the recruitment process. We take reasonable measures to ensure that the organisations we disclose personal information to are bound by confidentiality and privacy obligations in relation to using and managing your personal information.

Third parties that we may disclose your personal information to include:

- recruitment agencies;
- pre-employment screening service providers;
- health service providers;
- academic institutions;
- law enforcement agencies;
- professional and trade associations;
- referees and your current and previous employers;
- LiveHire who manage and administer Water Corporation's recruitment platform . If you register a profile with LiveHire, your personal information will be stored on their database and may be accessed by their personnel;

- other agents, contractors or third party service providers that are involved in the provision of administrative and other services, including cloud and online software services used by Water Corporation;
- any other third parties as described in our Privacy Policy.

## **How we hold and keep your personal information secure**

Water Corporation is committed to keeping secure all personal information that you provide to us. Please refer to our Privacy Policy for more information on how we hold and store your personal information.

You consent to Water Corporation accessing and handling personal information from your Talent Profile at any time that you are a member of our Talent Community in accordance with our Privacy Documents. You may withdraw your consent at any time by disconnecting your Talent Profile from Water Corporation's Talent Community, deleting your Talent Profile (see below for more information) and notifying us by email to [privacy@watercorporation.com.au](mailto:privacy@watercorporation.com.au).

## **Access to and correction of your personal information**

If at any time you want to find out more about Water Corporation's privacy practices or access or correct personal information that we hold about you, you may contact the Water Corporation's Privacy Officer by email – [privacy@watercorporation.com.au](mailto:privacy@watercorporation.com.au).

## **Accessing your personal information and updating your communication preferences**

You can access your personal information and correct any errors in the information on your LiveHire profile directly through logging in to your LiveHire profile. LiveHire will also use, hold and disclose your personal information in accordance with LiveHire's Privacy Policy and Terms. At any time, you can access your LiveHire Talent Profile and update your personal information by contacting LiveHire. You can also close your LiveHire profile by logging into your account and then selecting "Close Your Account" from under the "Settings" option. "Settings" is found by first clicking on your username and picture. For further information on how to best manage your personal information please contact LiveHire.

It is your responsibility to keep your login and password details private to prevent unauthorised access. You agree to immediately notify us of any unauthorised use of your registration or password.

## **Privacy complaints**

If you have a privacy complaint or believe that we have breached the Privacy Act, we encourage you to inform us so that we have the opportunity to remedy the issue and find a solution. Please refer to our Privacy Policy for information about how you can make a complaint.

## **Use of Google Analytics**

This website uses Google Analytics, a web analytics service provided by Google, Inc. ("Google"). Google Analytics uses "cookies", which are text files placed on your computer, to help the website analyse how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in Sydney the United States. Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google's behalf. Google will not associate your IP address with any other data held by Google. You may refuse the use of cookies by selecting the appropriate settings

on your browser, however, please note that if you do this you may not be able to use the full functionality of this website.

Additionally you can use this plugin: <http://tools.google.com/dlpage/gaoptout?hl=en> Google has developed the Google Analytics Opt-out Browser Add-on. It provides website visitors more choice on how their data is collected by Google Analytics, The add-on communicates with the Google Analytics JavaScript (ga.js) to indicate that information about the website visit should not be sent to Google Analytics.