**RECRUITMENT - PRIVACY COLLECTION STATEMENT**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

**Disclaimer**

The information contained in this document has been prepared by the Victorian Chamber of Commerce and Industry in this format for the convenience and benefit of its members and is provided as a source of information only. The Victorian Chamber does not accept responsibility for the accuracy of the information or its relevance or applicability in particular circumstances. The information does not constitute, and should not be relied on, as legal or other professional advice about the content and does not reflect the opinion of the Victorian Chamber, its employees or agents. The Victorian Chamber and its employees, officers, authors or agents expressly disclaim all and any liability to any person, whether a member of the Victorian Chamber or not, in respect of any action or decision to act or not act which is taken in reliance, whether partially or wholly, on the information in this communication. Without limiting the generality of this disclaimer, no responsibility or liability is accepted for any losses incurred in contract, tort, negligence, or any other cause of action, or for any consequential or other forms of loss. If you are uncertain about the application of this information in your own circumstances you should obtain specific advice.

In accordance with the *Australian Privacy Principles*, the following information is provided:

The organisation collecting your personal information (if applicable) is **[INSERT COMPANY NAME]** which can be contacted by telephone on **[INSERT PHONE NUMBER]**, by email at **[INSERT COMPANY EMAIL ADDRESS]**, or in writing to **[INSERT COMPANY NAME, ADDRESSEE, ADDRESS]**.

## Access

You may request access to your personal information that we have collected through recruitment.

## Purpose

The primary purpose for the collection of your personal information is to consider you for employment with **[INSERT COMPANY NAME]**, both now and at any time in the future. This information will be collected via **[INSERT METHOD OF COLLECTION e.g. written correspondence]** and is stored **[INSERT STORAGE METHOD/LOCATION, e.g. electronically]**.

## Disclosure

Your personal information is not usually disclosed outside **[INSERT COMPANY NAME]** for recruitment purposes.

**OR**

Your personal information is usually disclosed to the following organisations as part of our recruitment process:

**[INSERT ORGANISATIONS TO WHOM PERSONAL INFORMATION MAY USUALLY BE DISCLOSED]**

## Condition

The main consequence of personal information not being provided is that we may not be able to consider you for employment with **[INSERT COMPANY NAME]**.

## Complaints

In the case of a formal complaint about the use and/or handling of your information, **[INSERT COMPANY NAME]** will **[TAKE ACTION, e.g. conduct a formal investigation and attempt to resolve the complaint]**. For more information, you may also contact the Office of the Australian Information Commissioner on 1300 363 992.