



ARPANSA HR/Recruitment Privacy Collection Notice

1. Overview

The Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) is bound by the Australian Privacy Principles (APPs) set out in the [Privacy Act 1988 \(Cth\)](#). We are committed to protecting the privacy of the personal information of our employees and applicants for ARPANSA jobs.

2. Why we collect personal information

We collect your personal information in connection with your employment, or potential employment with ARPANSA or in connection with the services you provide as a contractor or labour hire worker. ARPANSA keeps and handles human resources records to enable us to properly manage our business affairs and the employment of staff, as well as consultants and contractors.

We collect personal information about employees and job applicants for the purpose of enabling ARPANSA to carry out its responsibilities as an employer under ARPANSA's Enterprise Agreement, the [Public Service Act 1999](#), [Fair Work Act 2009](#), [Work Health and Safety Act 2011](#), [Public Governance, Performance and Accountability Act 2013](#), [Safety, Rehabilitation and Compensation Act 1988](#), [Long Service \(Commonwealth Employees\) Act 1976](#), [Maternity Leave \(Commonwealth Employees\) Act 1973](#), [Superannuation Guarantee \(Administration\) Act 1992](#), the [Australian Radiation Protection and Nuclear Safety Act 1998](#) and relevant taxation and anti-discrimination laws.

We are authorised to collect personal information as part of our recruitment process and to assess the suitability of candidates for employment at ARPANSA. This includes requesting details provided on any forms required for selection, placement, onboarding and induction of successful candidates. Additionally, we may collect other relevant personal information, such as referee details, human resources-related information and any other necessary data to support and manage the recruitment and employment process. We use your personal information to perform management, employment and personnel functions to meet our legislative obligations relevant to our role as a Commonwealth agency, an employer or recipient of services provided by contractors and labour hire workers.

Some of your personal information is made available for inclusion in the [Australian Public Service Employment Database \(APSED\)](#), in order to assist ARPANSA to carry out its service-wide functions e.g. the

State of the Service report. Details are set out in the privacy statement *available at* <https://www.apsc.gov.au/initiatives-and-programs/workforce-information/workforce-data/aps-employment-database-apsed/privacy-and-apsed>.

3. What we collect

The types of personal information we may collect for managing your employment are:

- employee, referee and emergency contact details
- applications for employment and supporting documents
- place and date of birth, to initiate Employment Suitability and Security Clearances
- gender data, to inform our success in attracting and developing talent equally, at all levels
- diversity information for benchmarking our performance on building a diverse workforce
- selection committee reports
- employment contracts, and other records about the terms and conditions of employment
- details of financial and other personal interests supplied by staff and their immediate family members for managing perceived or potential conflicts of interest
- proof of Australian citizenship
- certified copies of academic qualifications
- records about salary, employment benefits and leave
- medical certificates or health related information supplied by an employee or their medical practitioner
- taxation details including tax file number
- banking information needed to pay salary and wages
- superannuation contributions
- information about employee's training and development
- information about an employee's performance.

4. How we collect and store your personal information

At all times we try to only collect the information we need for the particular function or activity we are carrying out.

The main way we collect personal information about you is when you give it to us. For example, when you apply for a job vacancy at ARPANSA, we collect personal information such as contact details and your employment history. The employment information we hold may also include our opinion about your suitability for a particular position.

We may also collect contact details and some other personal information if you are on our committees or participating in a meeting or consultation with us.

We collect personal information from you directly when you complete these forms. We may also collect information about you:

- when you register for the ARPANSA recruitment portal
- from any assessment you undertake during the selection process
- from your referees
- from our human resource systems that contain information about your previous employment with us.

Information you enter in our forms will be deleted from the ARPANSA careers portal on completion of processing activities, or once the minimum records retention period has expired.

All information is held on a secure basis, with access only available to authorised staff on a need-to-know basis. Most day-to-day personnel information is held on ARPANSA's Human Resource Management Information System (HRMIS) operated by our outsourced HRMIS provider, Aurion Corporation Pty Ltd (Aurion). ARPANSA's contract with Aurion protects your personal information as Aurion is required to comply with the Privacy Act and the APPs. Aurion's Privacy Policy can be found here:

<https://www.rqfstaffing.com.au/privacy-policy/>.

We also maintain a soft copy personnel file which is held in ARPANSA's electronic records management system. Personnel records are kept according to the applicable provisions of the General Disposal Authority for staff and establishment records issued by the National Archives of Australia. ARPANSA's record authority can be found here: [*Australian Radiation Protection and Nuclear Safety Agency \(ARPANSA\) - Records Authority - 2013/00277464*](#).

Information collected may be extracted and stored on internal ARPANSA systems in accordance with Australian Government records management regulations, guidelines and authorities issued by the National Archives of Australia. We protect the security and confidentiality of the personal information we store by restricting access to staff on a need-to-know basis or applying a higher security classification requirement to handle the information.

ARPANSA may use third-party service providers to process job applications and manage the recruitment process. We may disclose personal information about prospective employees to third-party service providers for this purpose.

Third-party service providers may collect, hold, use and disclose personal information of prospective employees in the provision of recruitment services to ARPANSA. These recruitment services may include reference checking.

5. If we don't collect this information

If we don't collect your personal information, it may affect our ability to consider your application in our recruitment selection, placement, or onboarding processes. It may mean that:

- you'll be unable to apply for vacancies with us

- we'll be unable to contact you to advise of your progress or any update regarding the selection, placement or onboarding process
- you might be at a disadvantage against other applicants who have supplied this personal information at any other stages of the selection, placement, or onboarding process.

6. How we use your personal information

We'll use your personal information to:

- conduct recruitment activities, including considering your application for the selection, placement or onboarding process, induction of successful candidates and in some cases to create a merit pool to fill similar vacancies
- manage and administer labour hire arrangements and other arrangements involving the provision of services by contractors
- undertake human resources functions, including those relating to diversity and inclusion, workforce planning, data and analytics, conduct and performance management and payroll
- prevent, detect, investigate or deal with misconduct and fraud or other unlawful activity relating to the Commonwealth, including Code of Conduct investigations.

We also use personal information to help us improve our workforce planning and our administration of recruitment services.

Your personal information will be retained on our online recruitment system in accordance with the relevant legislation and ARPANSA policy to enable you to view your current and recent applications, which may assist you to apply for vacancies with us in the future.

7. Who your personal information may be disclosed to

We may disclose your personal information to:

- Department of Health, Disability and Ageing
- Attorney-General's Department
- Australian Public Service Commission
- ComSuper and other superannuation administrators
- Comcare
- Comcover
- Australian Taxation Office
- Fair Work Commission
- an approved health provider
- third party service providers, including those that undertake identity checks

- where an employee moves to another APS agency, their personnel records are transferred to the gaining agency
- members of the selection panel responsible for assessing your application
- the delegate (manager who has overall authority to approve selection decisions)
- ARPANSA staff involved in the administration of recruitment services, workforce planning and other human resources functions
- ARPANSA staff and managers involved in facilitating onboarding and induction processes
- staff of an external service provider if they have been contracted to assist with the selection, placement or onboarding process and induction of successful candidates
- ARPANSA staff managing labour hire arrangements and other arrangements involving the provision of services by contractors
- other Commonwealth agencies who elect to use our merit pools unless you select 'opt out' on the application form when applying for a gazetted recruitment process
- the Australian Criminal Intelligence Commission to obtain criminal history checks
- the Australian Government Security Vetting Agency (AGSVA) or the Australian Security Intelligence Organisation (ASIO) to obtain and maintain security clearances
- labour hire firms and organisations that supply contractors, to manage and administer labour hire arrangements and other arrangements involving the provision of services by contractors
- any other person with a lawful entitlement to view your application, which may include supporting documentation.

If you apply for a job and you are successful, it is possible that your application and selection documentation may be made available to others under the [Freedom of Information Act 1982 \(Cth\)](#), or in the case of a promotion, to a Promotion Review Committee.

8. Your personal information may be disclosed overseas

ARPANSA will generally only disclose human resources personal information to an overseas entity if you agree, or if we are authorised or required by law.

If you're offered a promotion from a recruitment process notified in the APS Employment Gazette (the gazette), your name will appear in the promotion notice along with some of your personal information. In some circumstances, your name may be withheld where a decision is made to exclude it because of your work-related or personal circumstances.

Where personal information is published online, it will be accessible to individuals and entities within Australia and overseas countries. ARPANSA may be unable to control how others use or disclose the personal information and you may not be able to complain or seek redress for how others in overseas countries use and disclose your personal information. By consenting, if you take part in the recruitment process and are successful in obtaining the position, you acknowledge that the personal information may be accessible by individuals or entities overseas and that APP 8.1 in Schedule 1 of the Privacy Act, relating to overseas disclosure, will not apply. This means that ARPANSA is not required to take reasonable steps to ensure that an individual or entity located overseas handles that personal information in compliance with

the APPs. If you consent, ARPANSA is not accountable under the Privacy Act and you will not be able to seek redress under the Privacy Act.

By applying for a job at ARPANSA, you consent to the disclosure of your personal information to an overseas recipient.

Storage and security of personal information

ARPANSA takes steps to protect the security and confidentiality of personal information it holds. These steps include password protection for accessing our electronic IT system, audit trails of electronic systems and physical access restrictions.

Aurion provides information technology services to ARPANSA under a contract. Aurion is also responsible for the safe keeping and maintenance of ARPANSA material it holds. All of this material is stored in Australia.

For the list of mandatory requirements that cover governance, personnel, information and physical security, please visit the <https://www.protectivesecurity.gov.au/pspf-annual-release>.

Records of recruitment processes, including applications, interview and referee reports, are also held on our electronic records management system and are normally destroyed 7 years after recruitment is finalised. When no longer required, records are destroyed in a secure manner, in accordance with the [Archives Act 1983 \(Cth\)](#).

9. Your consent

By submitting your personal information, you consent to our collection, use and disclosure of your personal information as described above.

10. For more information

ARPANSA maintains and updates personal information in its human resources files as necessary, or when we are advised that the personal information has changed.

Our [privacy policy](#) contains important information about your privacy, including how:

- you can access and seek correction of personal information we hold about you
- to make a complaint if you think we have breached the Australian Privacy Principles
- we will deal with any privacy complaints.

If you have a privacy concern or need more information, you can phone our Privacy Team on (02) 9541 8311 or write to us at the below mentioned address or email privacy@arpansa.gov.au.

Mailing Address:

ARPANSA
PO Box 655
Miranda NSW 1490, Australia