

Types of information collected and held

The type of personal information McCallum collects during the application process includes:

- Information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details;
- Academic transcripts or qualifications;
- Referee details as provided;
- Information collected during the interview process;
- Other miscellaneous information that is disclosed by you;
- NDIS Worker Screening Check (NDIS Clearance status), which includes criminal records.

We usually collect this information directly from you or from referees.

How information is collected

McCallum must have a person's consent to begin to collect and store their information and the consent must be voluntary. McCallum will obtain consent to collect the information and explain to individuals how the information will be used and disclosed

McCallum collects information directly through various means during the application process, including telephone and in-person interviews, appointments, electronic forms and email.

McCallum will obtain personal information from a third party source, such as your appointed referees. McCallum will take reasonable steps to contact and ensure that parties are aware of the purposes for which we are collecting their personal information. McCallum engages the use of a third party provider to administer reference checks. Please check Referoo's privacy policy for more details. If health information is collected from a third party (such as a customer's doctor), McCallum will inform the individual that this information has been collected and will explain how this information will be used and disclosed.

How information is held (stored)

McCallum's information is held electronically and in paper form in secured locked areas or password protected systems with restricted access rights. McCallum employs administrative procedures that are put in place so as to protect the personal and sensitive information we hold against misuse, interference, loss, unauthorised access, modification and disclosure. These procedures include restricted access levels, firewalls, password protection for accessing our electronic IT system and securing paper files in locked cabinets within restricted access rooms with alarm and monitoring systems.

Only authorised personnel are permitted to access information and then only at levels that are appropriate for their duties.

How this information is used

The personal information you provide to us for the purposes of your job application will be used by our People & Culture team during the course of the recruitment and selection process.

We may distribute this information internally to the relevant hiring managers and recruitment panel members who are involved in the particular recruitment activity.

We may disclose your personal and sensitive information to police organisations, your referees and other persons you nominate or mention in your application.

We will not disclose your personal information to a third party without your consent, except as provided by this statement or otherwise required by law.

After use archives and disposal

Once the recruitment and selection process is complete your information will be held and stored in a secure location.

If you are the successful applicant your information will be retained on your file.

If you are an unsuccessful applicant your information will be retained for a period of 12 months after which your information will be destroyed in a secure manner or deleted according to our *1.2 Quality Records Retention & Disposal Policy*.