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Version 1

LUCRF Super's

Recruitment Privacy Policy

Contact us
1300 130 780
lucrf.com.au



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About this privacy policy

The policy will refer to the trustee, L.U.C.R.F Pty Ltd as “we”, “our” or “us”.

Your confidentiality is important to us. We manage your privacy by following the Australian Privacy Principles under the Privacy Act 1988 (Cth) (“Privacy Act”).

Our privacy policy explains how we collect, hold, use, share and protect your personal and sensitive information during the recruitment process. It also explains how you can access and correct your personal information or make a complaint.

Current and past employee records are not subject to the Australian Privacy Principles under the Privacy Act.

What we deem to be personal and sensitive information

Personal information identifies you or enables us to reasonably identify you. Sensitive information includes details about your health, police records, and membership of a political, professional and/or trade association and/or trade union.

Kinds of personal information collected and held

We keep the personal information collected about you during the recruitment process to determine your suitability for a job with us. The type of personal information collected and held depends on the details you provide in your curriculum vitae and any attachments, including the requirements of the job position. We generally collect and hold the following personal information about you:

- identification details such as your full name, contact details and your date of birth
- employment details such as the name of your employer/s and duration of employment
- education history
- basic contact and work history information about your nominated referee, and
- other information we think is necessary for the job.

In certain circumstances, we may collect and store your sensitive information such as your membership of professional associations and trade unions, and your nationality.

How personal information is collected

We collect your personal information directly from you, your recruitment agent (if applicable) and/or from your nominated referees. We may also gather your personal information from the Australian Federal Police (AFP) if you give us consent. Please inform your referees that we will collect and hold their basic personal information to conduct the reference. Personal information is collected via paper or electronic form such as electronic email.

How personal information is held

We hold most of your personal information electronically on our secure servers or physically in hard-copy form in our locked safe.

We adopt a range of security measures to monitor and protect your personal information. Access to our offices, system networks and administration networks is limited to authorised staff issued with individual security passes and password access. We also adopt a clean-desk policy, conduct annual system vulnerability testing, audit security controls and train staff in security awareness. We also maintain an appropriate level of staff access to secure information that is in-keeping with roles and responsibilities.

The purpose of collecting personal information

We collect, hold, use and disclose your personal and sensitive information to:

- assess your suitability for a job position
- meet our obligations under superannuation, workplace and other relevant Australian laws
- conduct a National Police Check
- conduct a reference and education check in relation to your job application, and
- inform you of future employment opportunities with us.

If we receive unsolicited personal information about you, we will, within a reasonable period after its receipt, determine whether or not we could have collected the information under the Privacy Act. If we do not require the information, we will, as soon as practicable but only if it is lawful and reasonable to do so, destroy the information or ensure that it is de-identified.

If you withhold some of your personal information from us

If you do not provide your personal information to us we will not be able to process your job application or inform you of new employment opportunities with us.

Providing information to other organisations

We generally do not provide your personal information to other organisations except where you have applied through an external recruitment agency. The types of organisations or people that we may disclose your personal information to include:

- archiving organisations that provide protected storage for LUCRF Super documents
- the AFP, and
- any persons nominated by you.

We will only disclose your private information to other organisations upon your consent.

Updating and accessing personal information

You may request a copy of your personal information that we hold. You may also make amendments to your personal information if you believe it to be inaccurate. The Privacy Act however has some exceptions to this rule. If any or all of these arise, a denial for access with an accompanying explanation will be issued to you.

If you wish to update your personal information or obtain a copy of your personal information, please call the Human Resource Manager on **1300 130 780**.

Making a complaint

If you believe that we have breached your privacy rights, or have a privacy complaint please contact us by:

Phone: 1300 130 780

Email: mypartner@lucrf.com.au

Post: The Privacy Officer,
LUCRF Super
PO Box 211
North Melbourne, VIC 3051

We will review and respond within 30 days after we receive your complaint. If you are not satisfied with our resolution, you may contact the Office of the Australian Information Commissioner (OAIC) as follows:

Phone: 1300 363 992 or + 61 2 9284 9749
if you are calling from outside Australia

Email: enquiries@oaic.gov.au

Online: Lodge a form via the following link:
www.oaic.gov.au/privacy/making-a-privacy-complaint

Post: The Office of the Australian Information Commissioner
GPO Box 5218
Sydney, NSW 2001

For further information about lodging a complaint or the Privacy Act, please visit the OAIC's website.

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