

Recruitment Collection Notice

A Breath of Fresh Air

Who we are and how to contact us

The Shire of Harvey collects, holds and manages personal information to support recruitment and employment processes.

If you have questions about how your personal information is handled, or wish to request access to your information, please contact:

Privacy Officer

Shire of Harvey
102 Uduc Road, Harvey WA 6220
Phone: (08) 9729 0300
Email: privacy@harvey.wa.gov.au

Why we are collecting your information

Your personal information is collected for the purpose of:

- assessing and processing employment applications
- managing recruitment processes and candidate selection
- communicating with applicants regarding their application
- undertaking pre-employment checks (e.g. reference checks)

How your information may be disclosed

Your personal information may be used and disclosed for the purposes outlined above.

The Shire may disclose personal information to:

- referees or reference check participants nominated by you
- third-party service providers used to support recruitment (e.g. Pulse recruitment software)
- other parties where authorised or required by law

Consequences of not providing information

If you choose not to provide the information required, the Shire may be unable to:

- assess your application effectively
- progress your application through the recruitment process
- meet our legal and compliance obligations

This may result in you not being considered for employment with the Shire.