



# Employee Privacy Collection Statement

## Your privacy is important

We take privacy seriously. We are committed to respecting your privacy and protecting your personal information.

## Who are you giving your information to?

Your personal information is being, or has been, collected by Cancer Council Queensland (CAN 009 784 356) ("Cancer Council", "we", "us" or "our").

## What information does Cancer Council Queensland (CCQ) collect and why?

Cancer Council Queensland (CCQ) collects your personal information during the recruitment and onboarding processes, and throughout your employment at CCQ. As much as possible we will collect information directly from you. However, there may be circumstances where information may be provided on your behalf, for example, to verify that you meet the requirements of your employment, such as from professional associations, training providers, medical practitioners, government agencies, previous employers and nominated referees. If we collect details about you from someone else and it is unclear that you have consented to the disclosure of your personal information to us, we will, whenever reasonably possible (unless we are legally exempt from complying with this obligation), make you aware that we have done this and why.

Generally, the personal information that we collect from you in connection with your or potential employment by CCQ includes:

- your name
- personal and emergency contact details
- date of birth
- gender
- referee details
- tax file number and bank account details
- citizenship, passport and/or visa details
- superannuation information
- health and disability details
- previous employment details
- your qualifications
- details of paid outside work and directorships
- other information relevant to your employment and work-related matters.

Information is often collected from several sources. For instance, you provide us with information when completing employment application forms and when entering data directly into our employee self-service ConnX platform.

You are not required to provide us with all the personal information we request, however, if you choose not to provide the information requested, it may prevent CCQ from processing your employment related request.

If you are injured or become ill in the course of your employment, we may also collect additional relevant information. This may include health information about your injury or illness, details of any WorkCover claim that you make, your return-to-work plan and any other health-related declarations, statements, or assessments.

### How do we keep your information secure?

We hold your information in secure and purpose specific business systems. These systems have access and security policies and procedures in place which are designed to protect your personal information and to ensure that only employees with appropriate authorisation have access. Further information about how we keep your information secure is provided in our Privacy Policy.

### What will your personal information be used and disclosed for?

We will use and/or disclose your personal information to manage processes associated with your employment relationship with us, including:

- recruitment, selection and appointment;
- verifying details for your employment including work rights and relevant qualifications;
- licences or permits, health and background checks;
- payroll processing;
- superannuation administration;
- insurance purposes and the management of work-related travel;
- contacting or locating you or notifying the relevant authority or your emergency contact;
- contact if there are reasonable grounds to be concerned about your welfare or safety;
- risk management, workplace health and safety and workers compensation matters;
- managing and investigating performance, conduct, and disciplinary matters;
- employee training and development;
- benchmarking, reporting, analysis, quality assurance and planning purposes;
- employee performance reviews, probation and promotion;
- informing you about CCQ news and events, activities, courses, and opportunities that may be of interest to you as an employee of CCQ;
- compliance, where we are legally required to provide information to the Australian Taxation Office, the Department of Education and Training and Queensland Government, Department of Treasury and Finance or other Queensland Government agencies; and
- additional specific services that are related to your employment. For example, for travel management, CCQ engages external service providers who may have access to your personal information. We will not make such disclosures to third parties unless we have taken such steps as are reasonable to ensure that these organisations and/or parties use your personal information in accordance with the terms of the Privacy Act.

In addition, aggregated data about employees, with personal identifiers removed, is routinely provided to the Australian Bureau of Statistics, the Workplace Gender Equity Agency, and various state and federal authorities.

Information provided by job candidates is used solely for the recruitment function. It is disclosed only to employees and/or relevant panel members and recruitment agencies involved in the selection process and is treated confidentially. This information is only retained for as long as it is needed for any authorised purpose and is then securely destroyed in accordance with our legislative obligations.

CCQ will only use or disclose your personal information:

- for the primary purpose for which it was collected; or
- for a secondary purpose where:
  - you would reasonably expect the secondary use or disclosure, and that is related to the primary purpose of collection or, in the case of sensitive information, directly related to the primary purpose;
  - we have your consent to do so;
  - a permitted health situation exists in relation to the secondary use; or
  - as otherwise required or authorised by law.

### **How can you access and correct your information or make a complaint?**

Your rights to access, correct and request deletion of any personal information that we hold, and information about how to make a complaint, is set out in our Privacy Policy. As an employee, you are able to access and change some information held about you through the ConnX platform. If you have questions regarding the access and correction of other information about you held by CCQ's People (Employment) Group, please contact [ccqpeopleemployment@cancerqld.org.au](mailto:ccqpeopleemployment@cancerqld.org.au) or telephone 07 3634 5100.

There may be circumstances where access to information cannot be granted as it may compromise the privacy of another individual.

### **Will we disclose your information to overseas recipients?**

When we share your personal information with other people and organisations your information may be disclosed to overseas recipients. Please refer to our Privacy Policy and our Privacy - Offshore Countries Guideline on our website for further details. By providing your information to us you consent to your information being disclosed for this purpose. In providing this consent you acknowledge that if such overseas recipients handle your personal information in breach of the Australian Privacy Principles, they and we will not be accountable under the Privacy Act and you will not be able seek redress under the Privacy Act. If you do not agree to the transfer of your personal information overseas, please contact our Data Services department using the contact details set out below. Please note that we may not be able to provide some services and/or products to you if you elect not to have your personal information transferred overseas. Please note that we may not be able to process your job application and/or provide some services as a result of your election not to have your personal information transferred overseas.

### **How can you obtain a copy of our Privacy Policy?**

Our Privacy Policy is available on our website [[www.cancerqld.org.au](http://www.cancerqld.org.au)] or on request by calling 13 11 20.

### **How can you contact us?**

To make a privacy complaint please contact our Privacy Officer at [privacyofficer@cancerqld.org.au](mailto:privacyofficer@cancerqld.org.au) or Privacy Officer, Cancer Council Queensland, PO Box 201, Spring Hill Qld 4004.