

# Recruitment and Selection Privacy Statement

## 1. Introduction

SBS understands that privacy is important to you, and we take care to protect the confidentiality of personal information we hold about you.

This statement explains how we manage your personal information in accordance with the *Privacy Act 1988* (“the Privacy Act”). “Personal information” is any information or opinions that can reasonably identify a living person.

## 2. Collecting Personal Information

### 2.1 What personal information do we collect?

The personal information we collect about you is the information we need in order to consider you for employment or work experience opportunities at SBS.

- (A) Personal information we collect for this purpose may include your name, address, telephone number(s), email address, date of birth, diversity information, career history, and details of any competency tests or other information relating to your career.
- (B) If your application is successful and you are offered employment with SBS, as a condition of employment, we will ask you to provide evidence of your identity and legal entitlement to work in Australia as well as personal information, such as emergency contact details, tax file number and bank account details which will form part of your employee file.

### 2.2 How do we collect your personal information?

- (A) Personal information is collected when you deal with us verbally (i.e. by telephone or in person), in writing (i.e. by providing resume, letter, fax or e-mail), or online at [sbs.com.au/jobs](https://sbs.com.au/jobs).

We may also collect additional personal information during interviews with you or when checking your work history and performance with your referees.

- (B) If you are offered employment, as a condition of your employment with SBS we will ask you to provide documentary evidence of your identity and legal entitlement to work in Australia. We will sight the original documents and take a copy of any such documents to be placed on your personnel file.

We will also ask you to complete a Tax File Number form (issued by the ATO) and to provide your personal details (including emergency contact and bank account details) via our New Employee Personal Information Form.

### 2.3 Why do we collect this personal information?

The primary purpose of the collection of your personal information under 2.2 (A) is to:

- find suitable employment or work experience opportunities for you at SBS; and
- ensure that you are suitable for employment or work experience at SBS.

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If your application is successful and you are offered employment, the primary purpose of the collection of your personal information under 2.2 (B) is to:

- check your identity; and
- ensure that you have legal entitlement to work in Australia; and
- determine what tax rate to deduct for you; and
- pay your salary/wages to you; and
- contact your next of kin in an emergency.

### 3. Storing and Using Personal Information

#### 3.1 What does SBS do with your personal information?

If you provide personal information to SBS under 2.1 (A), this information may be circulated to various departments within SBS in order to fill an available employment opportunity or to determine whether suitable employment or work experience is available for you.

Where an SBS website is produced in conjunction with a third party ("SBS Partner"), as is the case for [sbs.com.au/jobs](http://sbs.com.au/jobs), personal information submitted to this website may be recorded by either SBS or the SBS Partner. However, SBS imposes contractual restrictions equivalent to those imposed on SBS by the Privacy Act in respect of collection and use of personal information by such third parties.

If your application is successful and you become an employee of SBS, your personal information under 2.1 (A) and (B) will become part of your personnel record.

#### 3.2 Other disclosure of personal information required or permitted by law

For legal reasons, disclosure of your personal information (other than outlined above in 3.1)

may need to be made to law enforcement agencies, government agencies or to SBS's external advisers. SBS will only make such disclosures in accordance with the Privacy Act.

Except in the circumstances described in this statement, SBS does not disclose your personal information to any other third party organisations.

#### 3.3 How long will SBS keep your personal information?

If you have sent personal information to us that is solicited by SBS (that is, is in response to an advertisement SBS has placed) and your application is unsuccessful, your personal information will be kept:

- indefinitely on our online jobs site; or
- for applications sent by mail to SBS, for a period of twelve (12) months after which time it will be destroyed.

If you have sent personal information to us that is unsolicited by SBS (that is, it is not in response to an advertisement SBS has placed) and your application is unsuccessful, your personal information will be kept for a period of three (3) months after which time it will be destroyed.

If your application is successful and you become an employee of SBS, your personal information will be kept as part of your employment record in accordance with SBS's Document Management Program.

#### 3.4 Security of your personal information

SBS takes great care in ensuring that the information provided to us, in paper or electronic form, on a confidential basis remains confidential and secure. Your personal information may be stored in paper or electronic copy. We have security procedures in place to protect your personal information.

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### 4. Updating and Accessing Personal Information

#### 4.1 How do you keep your personal information up-to-date?

If you are registered on our online jobs site ([sbs.com.au/jobs](http://sbs.com.au/jobs)), you can update your personal information at any time by logging in and updating the information contained in the “My Details” tab.

Otherwise, if you are not a registered user of our online jobs site and your personal information changes, please contact us (using the details provided in 4.2) and we will endeavour to update and correct your personal information.

#### 4.2 How do you access your personal information?

If you are registered on our online jobs site ([sbs.com.au/jobs](http://sbs.com.au/jobs)), you can access the personal information we hold about you by logging in and viewing the information contained in the “My Details” tab.

Otherwise, if you are not a registered user of our online jobs site, you can gain access to the personal information we hold about you by written request. A request for access to the personal information we hold about you should be sent to:

The Privacy Officer  
Human Resources  
Special Broadcasting Service  
Locked Bag 028  
Crows Nest NSW 1585

In order to respond to your request, you will need to tell us:

- your name and address;
- the position you applied for; and
- the date on which you applied.

We will respond to your request to provide information as soon as reasonably practicable. We may charge you a fee for the cost of providing you this information.

**Please note:** If you sent an application to us more than 3 months ago (for unsolicited applications) or more than 12 months ago (for solicited applications), your personal information will have been destroyed and therefore there will be no personal information to access.

### 5. Further Information

If you have any questions about this privacy statement, please contact SBS Human Resources by telephone (02) 9430 3654 or by letter addressed to:

The Privacy Officer  
Human Resources  
Special Broadcasting Service  
Locked Bag 028  
Crows Nest NSW 1585

If you have questions about SBS Privacy Policy, or a complaint about how SBS has handled your personal information, please contact SBS Privacy Contact Officer by telephone on (02) 9430 3813 or by letter addressed to:

SBS Privacy Contact Officer  
Strategy and Communications  
Special Broadcasting Service  
Locked Bag 028  
Crows Nest NSW 1585

More information about privacy is available from the Federal Privacy Commissioner’s website at [www.privacy.gov.au](http://www.privacy.gov.au) or by calling the Privacy Hotline on 1300 363 992 (for the cost of a local call).