



Australian Government



Northern Australia Infrastructure Facility

MULTI-USE (EXTERNAL & INTERNAL DOCUMENT)

# NAIF's Privacy Collection Notice – Recruitment and Employment

November 2024

## Copyright

Copyright © 2024, Northern Australia Infrastructure Facility (NAIF). All rights reserved. This document is the property of NAIF and cannot be reproduced, copied, or transmitted in any form, without the prior consent of NAIF.

## Confidentiality

This guideline is provided for internal use only. These guidelines contain information within it should not be disclosed to third parties without the express written permission of Northern Australia Infrastructure Facility.

## Disclaimer

Northern Australia Infrastructure Facility follows internal quality control procedures to ensure that all work produced within this report is accurate within the expectations and scope of the study involved. The findings within this report are based on input data provided and assumptions outlined in the report and are only intended for use by the recipient.

# Contents

1. Who does this Privacy Collection Notice apply to? .....	3
2. What types of personal information will be collected by NAIF? .....	3
3. Why does NAIF need personal information, what is NAIF’s legal basis for collecting it, and how will NAIF use it? .....	4
4. How will NAIF manage my personal information? .....	5
5. Who will NAIF share my personal information with? .....	5
6. How will NAIF use my personal information after the process? .....	6
7. Who can I contact if I have any questions about how my personal information is being used?....	7
8. Further information.....	7

## 1. Who does this Privacy Collection Notice apply to?

This Privacy Collection Notice applies to anyone who expresses interest, submits applications, commences employment, and remains employed with NAIF. It encompasses all stages, from initial expression of interest to ongoing employment engagement (recruitment and employment) and provides personal information in doing so.



The Privacy Collection Notice should be read in conjunction with the NAIF Privacy Policy and Legal notices available on our website <https://naif.gov.au/>

NAIF takes very seriously the need to protect personal information from unauthorised disclosure. NAIF will treat personal information received as strictly confidential, including preliminary recruitment discussions with NAIF for potential employment. This is, however, subject to NAIF's legal obligations, as set out in this Privacy Collection Notice

## 2. What types of personal information will be collected by NAIF?

The personal information collected by us will include the details directly provided to us for any recruitment or employment processes. This includes any supporting documents we request as part of the process, additional details provided by referees, and anything recorded during or after any interview process. Certain types of information may also be processed by us, such as information about your suitability to practise in certain regulated professions. It may also include but is not limited to:

- name (current and former), gender, date of birth;
- address, mobile or landline numbers, email address;
- business address (if applicable);
- previous or current employment details (if applying but have not yet commenced employment with NAIF), including company name, job title and sector;
- identity documents;
- next of kin;
- contact and identification details of any authorised third party to negotiate or provide your personal information on your behalf;
- social media identification and posts;
- education, training, and qualifications;
- banking, tax, and superannuation details (including ABN if applicable);
- salary, allowances, and leave details;
- performance agreements, appraisals, and conduct information;
- Information related to training participation and engagement on our platforms, including course enrolment details, training completion status, performance metrics, time spent on training materials, and interaction logs; and
- location information relevant to the geographic area you are in when travelling for NAIF business purposes.

If you provide NAIF with the personal information of others (e.g., the names and contact details of your referees), you acknowledge that you will need to disclose that:

- You are disclosing that information to NAIF;
- If your application is successful, the information will be retained; and
- They can access that information by contacting the NAIF Privacy Officer.

NAIF may also collect sensitive information, limited to:

- health information, including information about any illness, disability or injury;
- criminal record information obtained through the screening processes before you commence or during your employment with NAIF; and
- association memberships (political or trade unions).

NAIF may also obtain your personal information from third parties such as:

- your previous employers;
- government and law enforcement agencies;
- NAIF's contracted service providers (for example, recruitment agencies); and
- any other organisation from whom you are referred.

If NAIF requires sensitive information about you, we will ask for explicit consent throughout the process. Access to this information is limited to NAIF's representatives who have a legitimate interest in it to carry out their duties.

### **3. Why does NAIF need personal information, what is NAIF's legal basis for collecting it, and how will NAIF use it?**

The personal information processed by us, for recruitment and employment is collected for the primary purpose of assessing your application and, if successful, administering your employment. This information is required to identify you and verify the information provided in the recruitment process and ongoing activities related to employment, if successful, such as travel.

Under certain circumstances, the collection of personal information may be necessary or mandated by law, including but not limited to fulfilling our obligations under the *Northern Australia Infrastructure Facility Act 2016* (Cth), *Equal Employment Opportunity (Commonwealth Authorities Act) 1987*, *Fair Work Act 2009*, *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth), and *Safety, Rehabilitation and Compensation Act 1988*, *Sex Discrimination Act 1984*, *Superannuation Legislation (SGC) Act 1992*, *Work Health and Safety Act 2011* (and WHS Regs).



If you do not provide the required personal information that NAIF requests, NAIF may refuse or otherwise be prevented from assessing your employment application or from having an employment relationship with you. This may also mean that your commencement with NAIF, should an offer of employment be made, is delayed, or it could impact NAIF's ability to consider you for employment.

We will obtain your consent for the specific use of your personal and sensitive information not covered by this Privacy Collection Notice. You can withdraw your consent to our specific use of such information at any time.

In addition to the purposes set out in the Privacy Policy, your personal information collected in the recruitment and employment process may be used for the following:

- to determine and process your pay and other entitlements;
- to correspond with you;
- to inform you about the range of facilities and services available to employees;
- to fulfil and monitor our responsibilities and comply with legislative reporting requirements;
- to address day-to-day administrative matters;
- for the provision of associated services, such as building security, information technology, and (where used by you) residential services for relocation, travel or accommodation during employment;
- for benchmarking, analysis, quality assurance, review and planning purposes;
- in the three months after your employment with NAIF ceases, to contact you to seek your feedback in relation to reporting, benchmarking, analysis, quality assurance and planning activities;
- to compile statistics and conduct research for internal and statutory reporting purposes;
- to prevent or detect fraudulent activity; and
- to use the information as otherwise required or permitted by the law, including under any government directions.

## 4. How will NAIF manage my personal information?

As a corporate Commonwealth entity, NAIF is subject to various legal obligations regarding the storage, protection, use and release of information it receives. Information provided to NAIF may be subject to but limited to the *Northern Australia Infrastructure Facility Act 2016* (Cth), the *Freedom of Information Act 1982*, the *Privacy Act 1988* (Cth), *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth), *Work Health and Safety Act 2011* (Cth) and the *Archives Act 1983* (Cth) and other relevant legislation as applicable.

Personal information is securely gathered, stored, and transmitted in various electronic formats within NAIF. This includes using databases utilised by People and Culture, Legal, Risk, and Compliance teams to evaluate the application and eligibility for NAIF employment. Only authorised NAIF representatives with legitimate requirements for accessing personal information are permitted to do so in order to fulfil their duties and obligations at NAIF.

## 5. Who will NAIF share my personal information with?

NAIF may also disclose personal information to third parties for screening purposes such as police checks and adverse media to comply with anti-money laundering regulations under the AML/CTF Act. NAIF will take reasonable steps to ensure that any third party receiving personal information for recruitment or employment screening purposes has appropriate safeguards in place to protect the privacy of the information.

The range of third parties may include the following:

- your nominated financial institution for payment of salary;
- your superannuation scheme;
- government departments, such as the Australian Taxation Office, Centrelink, Department of Education, Skills and Employment and the Department of Home Affairs, including their:
  - employees, officers, agents or contractors of the agencies; and
  - in each case, their legal, financial or other professional advisors.
- organisations that provide benefits to eligible and participating employees (e.g., QANTAS or Virgin Australia frequent flyer memberships);
- WorkCover as the government agency responsible for regulating and administering the workers' compensation scheme;
- Comcare as the Australian Government's regulator for workplace health and safety and injured worker support;
- contracted service providers which NAIF uses to perform services, or conduct reviews, on its behalf (such as recruitment or culture surveys, banks, IT service providers, external consultants and professional advisors and any caterers in the event of dietary requirements for NAIF events); or
- in the event of an emergency, International SOS, police, medical or hospital personnel, civil emergency services, your legal representatives, nominated emergency contact person, or other persons assessed as necessary to respond to the emergency.

We may share your personal information with third parties located in countries outside of Australia, such as the United States of America, European Union member states, and other countries that are relevant. We do this to ensure that the information provided is accurate and valid. This is done in accordance with the purpose of identifying and validating the personal information provided for the recruitment or employment requirements. Please note that the list of countries may change depending on the validation required.

Where NAIF is required to share sensitive or personal information with any of these entities, we will make it clear to them that the information is sensitive in nature and includes personal details. We will highlight that the information must be handled with the utmost confidentiality and security.

## 6. How will NAIF use my personal information after the process?


If your application is successful, the personal information provided will be used to become part of your ongoing employment record and managed under legislative requirements and NAIF policies and procedures.

If your application is unsuccessful, we take appropriate measures to ensure that the personal information provided is handled in accordance with NAIF's Privacy Policy and Records and Information Management Policy. If you would like the personal information to be removed from our databases, please contact NAIF's Privacy Officer (contact information provided below).



If you apply to NAIF through a recruitment service, the information provided is managed by that third party provider and your personal information will be stored on their systems.

## 7. Who can I contact if I have any questions about how my personal information is being used?

Post	Email
<p><b>NAIF Privacy Officer</b> PO Box 4896 Cairns, QLD 4870</p>	 <p><a href="mailto:privacy@naif.gov.au">privacy@naif.gov.au</a></p>

## 8. Further information

For more information about NAIF privacy practices, including how to access or correct your personal information or make a complaint, see our Privacy Policy on our website at <https://naif.gov.au/> or NAIF's Privacy Officer can be contacted on 1300 466 243 or at [privacy@naif.gov.au](mailto:privacy@naif.gov.au)