

Job Applicants Privacy Policy



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Document history

Date	Version	Author	Owner	Detail of change
2/02/2024	1	Stefanie Vogt	Bernadette Gates	Initial version

1. Policy Statement

Teachers Federation Health Ltd (“TH”, “Teachers Health Group”) is committed to meeting privacy obligations including those set out under the Privacy Act 1988 (Cth) (“Act”). TH collects personal information in order to conduct its business and comply with a range of legislative requirements.

2. Purpose of the Policy

This policy explains how TH (“we”, “us”) handles the personal information of people who apply for a position or respond to an expression of interest advertised on the [Teachers Health careers page](#).

A separate policy, relating to how we may collect, use, and disclose personal information about our current and potential members, and the general public, can be found at

<http://cdn.tfhwebassets.com.au/assets/thf/publications/privacy-policy.pdf>

This policy may be varied at any time.

3. Who & When

This policy applies from the time a job applicant submits personal information to apply for a position or responds to an expression of interest advertised on our careers page, whether an application is partially or fully completed. The policy ceases to apply only if a job applicant is successful and becomes an employee of Teachers Health.

By submitting personal information on our careers page, the job applicant understands and agrees that their personal information will be handled, used and stored in line with this policy.

4. Employee Records Exemption

If a job applicant is successful and becomes an employee of Teachers Health, their personal information is no longer subject to this policy. To the extent that their personal information is used for something directly related to the employment relationship between employer and employee, their personal information is captured by the employee records exemption and not covered by the Act.

5. Collection of Personal Information

5.1. How we collect personal information

5.1.1. When you provide it to us

If you apply for a position or respond to an expression of interest advertised on our careers page, you will provide information to us as part of your application. You also provide information when you update your information due to a change in personal circumstances (for example updating your name, title or gender, address, phone, emergency contacts, education, skills and more).

5.1.2. When someone else provides it to us on your behalf

Someone else (such as a recruitment agent, educational institution, or referee) may provide us with information about you when we were assessing your suitability for work at Teachers Health.

5.1.3. Purposes for which we collect, use, and disclose personal information

The purposes for which we collect, use, and disclose personal information include:

- to establish, maintain and manage our relationship with you, including functions such as recruitment and onboarding;
- to understand, analyse, make changes to, and report on, our job applicant's experience;
- for purposes directly related to all of the above;
- otherwise as permitted or required by law; or
- otherwise with your consent.

5.1.4. Disclosure of personal information

We may disclose your personal information to:

- our technology service providers, including internet service providers, cloud hosting service providers, software and application suppliers, maintenance and support service providers, and security services on a confidential basis so that they can provide services to us;
- our external consultants such as legal, human resources, industrial relations, education providers, accounting, auditing, and insurance;
- regulatory bodies and/or government departments/agencies.

5.2. Seeking access to, and updating, information we hold about you

You have the right to request access to your personal information that is held by TH about you and to request that a correction be made to the record if the information recorded about you is inaccurate.

You have the right to request for your personal information to be removed at any point in time by writing to careers@teachershealth.com.au. By default, we will retain your information for no longer than 2 years.

TH will take reasonable steps to make appropriate corrections to personal information so that it is accurate, complete and up-to-date. To seek access to, or correction of, your personal information please contact a member of the People & Learning Team on careers@teachershealth.com.au. Feedback and Concerns

TH welcomes feedback about privacy issues and will attend to all questions and concerns. Please contact a member of the People & Learning Team if you would like to provide feedback or raise a concern.

5.3. Complaints

If you would like to make a complaint about a breach of privacy, you can contact the designated Privacy Officer:

(a) By email: privacyofficer@teachershealth.com.au

(b) By post:

TH Group Privacy Officer
 Teachers Federation Health Limited
 GPO Box 90812
 Sydney NSW 2001

The complaint should first be made in writing. We will respond as soon as reasonably practicable and, in any case, within 30 days.

In the event that you are not satisfied with our response, you may take your complaint to the Office of the Australian Information Commissioner (OAIC). The OAIC can be contacted at:

(c) By email: enquiries@oaic.gov.au

(d) By post: 1300 363 992

See also the OAIC website for further details: <https://www.oaic.gov.au/privacy/privacy-complaints>

5.4. Related documents

This policy should be read in conjunction with the following related documents:

[JobAdder Terms & Conditions](#)

[JobAdder Privacy Policy](#)