Collection of personal information for our employment purposes

This document complements Services Australia’s (agency) privacy policy. It contains information about how the agency handles your personal information.

In addition to the common uses explained in the privacy policy, we collect the following information in an employment context:

* information such as name, date and place of birth, relationships, address history, education, employment history, citizenship, visa and work rights, financial circumstances, identification documentation, resumes and criminal intelligence information
* personal information such as equal employment opportunity data, salary information, attendance records, work history and performance appraisals for maintaining staff records
* staff contact details, including emergency contact information.

We may collect personal information (including sensitive information) from your social media account and your associates’ social media accounts, such as Facebook, Viva Engage or X (formerly Twitter). This may occur as a result of the Internal Fraud Control and Investigations Branch investigating unlawful activity or serious misconduct.

We collect the personal information of staff for:

* employment-related purposes as required under the *Public Service Act 1999* and related subordinate legislation to perform employment and payroll services and functions
* employment-related purposes in relation to an applicable enterprise agreement or other industrial instrument made under the *Fair Work Act 2009*
* the purposes of the *Safety Rehabilitation and Compensation Act 1988*
* the purposes of the *Public Interest Disclosure Act 2013*
* the purposes of the *Workplace Health and Safety Act 2011*
* the purposes the *Disability Discrimination Act 1992* and any other relevant discrimination legislation where applicable to employment-related purposes
* the purposes of any other applicable industrial legislation or subordinate legislation, including but not limited to, the *Maternity Leave (Commonwealth Employees) Act 1973* and the *Long Service Leave (Commonwealth Employees) Act 1976*
* determination of visa and work rights
* as part of conducting and recording suitability interviews for employment purposes.

Use of personal information for our employment purposes

We also use your personal information in an employment context to:

* determine eligibility and suitability for employment or contract engagement, including referee checks, criminal history checks and employment suitability assessments
* determine suitability of ongoing employment in a particular role and access to particular agency systems, including ongoing criminal history checks
* maintain employment history, payroll and administrative information relating to all permanent, contract and temporary staff members, personal information such as equal employment opportunity data, salary information, attendance records, work history and performance appraisals
* investigate and respond to possible staff fraud or misconduct, including unauthorised access
* obtain and maintain security clearances
* take reasonable steps to protect the health and safety of employees and customers
* conduct pre-employment and ongoing employment criminal history checks
* determine how staff services are targeted and provided
* implement programs or measures to protect the integrity of the agency’s buildings, information and communication technology systems, information or resources, including for fraud control and compliance with agency policies
* conduct performance appraisals and performance management, including for coaching and quality assurance-related activities, such as that described on the agency’s coaching framework.

Staff contact details and emergency contact information may also be used for emergency management purposes.

Personal information collected for recruitment-related activities will only be available to the applicant and staff involved in the relevant recruitment/selection process. Information provided by applicants may be used by us at any stage of the selection process and for up to 18 months after the relevant application was made.

Disclosure of personal information for our employment purposes

Information may be disclosed to:

* previous employers, educational organisations and other agencies or persons, as part of a pre-employment check, including referee reports
* Comcare, for the purpose of managing compensation and other claims and/or the management of workplace support services
* The Department of Finance or Comcover, for the purpose of assessing and managing claims, in accordance with the Comcover Insurance Policy
* consultant health practitioners, for the purpose of providing health services to staff, including pre‑employment medicals and fitness for continued duty assessments
* consultant investigators, police, prosecutors and courts, for the purpose of investigating misconduct
* Australian Public Service Commission, for the purposes of administering the *Public Service Act 1999*
* The Department of Defence or the Australian Government Security Vetting Agency, to obtain and maintain security clearances
* Australian Criminal Intelligence Commission (ACIC), to obtain pre-employment and ongoing employment criminal history checks
* state and territory bodies which administer working with children and vulnerable people checks, for the purposes of verifying such checks
* ComSuper and other superannuation administrators, for the purposes of payment of staff superannuation contributions
* The Australian Taxation Office, in accordance with our obligations to advise of salary and taxation payments
* The Australian National Audit Office
* the Federal Court, Federal Circuit Court, Fair Work Commission, Australian Human Rights Commission, Administrative Appeals Tribunal, or other judicial or quasi-judicial bodies, for purposes including the defence or settling of disputes and complaints
* the Commonwealth Ombudsman or Fair Work Ombudsman, for the purposes of responding to complaints
* legal service providers, for the purpose of obtaining legal advice and representation
* a receiving agency following movement or re-engagement of staff. Such disclosures may include criminal history information and other employment information
* emergency services, for emergency management purposes
* service providers, vendors, suppliers and other third parties, with whom we have a commercial relationship.

Disclosure of personal information overseas

The agency may disclose your personal information to Microsoft, for the purposes of allowing you to access and participate in Viva Engage. Viva Engage is hosted by Microsoft on a public cloud storage facility located in the United States of America.