

Privacy Statement

Merri Health collects your information when you apply for a position with Merri Health. The information that is collected includes full name, residential and postal address, contact number/s, employment history contained in your CV and cover letter, Australian work right status, qualifications, ethnicity and identification of any condition/s that may impede in participating in the selection process and performance of this role if successful. Privacy concerns and or requests for access to your personal information can be sent to: hr@merrihealth.org.au

Facts and circumstances of collection

Your information is collected from you at the time you complete your application for employment.

Is the collection being made because a law or Court order applies?

No law or Court order applies to the collection of this information.

Why does Merri Health need to collect this information?

We need to collect this information so:

1. we can determine your suitability for employment
2. we can complete all the necessary steps in preparing you for your employment should you be successful; and
3. we can contact you about your current application or future employment opportunities

As part of our recruitment process, we also require pre-employment checks. These checks include, but are not limited to, a police check, a statutory declaration, a working with children check, a health check and a check with regulatory authorities. We will tell you if we require more information from you and that information must be provided to us in order for your application to proceed.

Please note that if you subsequently become employed or engaged by us, any personal information we have collected will form part of your employment records with us.

The primary purpose for which the information is being collected

The primary purpose of collecting this information is to undertake recruitment and, if you are successful, to employ you.

The secondary purpose for which Merri Health is collecting this information

The secondary purpose for collecting this information is to include your profile on our recruitment database and be contacted of job opportunities that match the preferences you selected or suit your skills and experience.

Who are we likely to share this information with?

The information you submit to us may be shared with Merri Health hiring managers directly involved in the recruitment process, referees and other third parties involved in recruitment activities.

We may store your personal information under contracts with third parties who provide recruitment services. No third party storing that data will have the right to access your personal information under these arrangements. Your information will be stored in our cloud based recruitment system (Equifax Inc.). We do not sell, rent or trade your personal information.

Access and deletion

You may update your profile from our recruitment system by accessing your account using your login at any time. You may also remove your profile from the system at any time.

Consent to use and collect personal and sensitive information

As part of the recruitment process, we may collect sensitive information from you. This may include information about your ethnic origin, health, membership of trade or business associations and other information relevant to your application that is included in the category of “sensitive information” under the Privacy Act 1988.

You consent to Merri Health collecting, using and disclosing personal information (including sensitive information) for the purposes set out in this statement.

You warrant that:

- You have read and understand the above statement
- All the information submitted through this site (including any attachments) is true and complete. You understand that any false or misleading information provides may lead to rejection of application, review of any employment accepted with Merri Health, and potentially dismissal from that employment

What happens if Merri Health does not collect this information?

If Merri Health does not collect this information from you we will be unable to consider your application for employment.

For a complete copy of the Merri Health Privacy and Consent Policy and Procedure email hr@merrihealth.org.au