

Privacy Statement

Date: 18/11/2020

NOPSEMA handles your personal information in accordance with the Australian Privacy Principles set out in the *Privacy Act 1988* (Cth). By submitting an application you consent to the collection, use and disclosure of your personal information as described below.

Collection of personal information

NOPSEMA collects your personal information for the purpose of its human resources activities, such as recruitment, selection processes and reporting. NOPSEMA will collect this information from you directly when you complete an application. NOPSEMA may also collect personal information about you at other stages of the recruitment and selection process and this information may be collected from you directly or from your referees.

Failure to provide the information requested in the application and throughout the recruitment and selection process may result in NOPSEMA being unable to properly assess your application for employment.

Use and disclosure of personal information

In the case of an advertised vacancy, your information will be used to select a person to fill that vacancy. Your personal information in your application may also be retained for the purposes of future employment opportunities. If in the future you apply for a job at NOPSEMA, you may choose to rely on the information provided now in support of any future job application to NOPSEMA.

In the course of the recruitment process, your personal information may be disclosed to:

- members of the selection panel responsible for assessing your application
- the delegate (NOPSEMA employee who has overall authority to approve selection decisions)
- NOPSEMA staff involved in the administration of recruitment services
- staff of an external provider if they have been contracted to assist with the recruitment process and
- any other person with a lawful entitlement to use your information.

NOPSEMA will not otherwise use or disclose your personal information without your consent, except where this is permitted under the *Privacy Act 1988*. This includes where the use or disclosure is required or authorised by or under a law or court order, or where certain other permitted situations exist. In these circumstances, your personal information may be disclosed to various organisations, entities or individuals, including:

- the Australian National Audit Office
- the Australian Public Service Commission
- another agency for the purposes of the *Public Interest Disclosure Act 2013*
- law enforcement bodies
- NOPSEMA's legal advisors.

NOPSEMA will not send your personal information overseas.

Further information

Further information about how you can access, or seek correction to, your personal information is contained in NOPSEMA's APP Privacy Policy at www.nopsema.gov.au/privacy. If you have an enquiry or a complaint about your privacy, please contact NOPSEMA's Privacy Contact Officer on 08 6188 8700 or by email at privacy@nopsema.gov.au.

Further information is also available from the NOPSEMA Human Resources Team at careers@nopsema.gov.au.