



Privacy Collection Notice

The City of Armadale (the City) collects personal information throughout its recruitment and selection process, including from anyone who registers interest at a recruitment event, in accordance with the Privacy and Responsible Information Sharing Act 2024 (WA) (PRIS Act), other applicable laws and the City's Privacy and Information Sharing Policy.

By submitting an application or otherwise providing your information as part of this process, you will be asked to confirm that you have read and understood this notice.

What information we collect

- your name, contact details and demographical information
- your employment history, qualifications, licences and certifications
- your driver's licence, passport or other right to work document, and any qualifications or licences required to perform the role
- your responses to the application form and any supporting documents you provide
- notes and assessment outcomes generated during selection activities
- information obtained through pre-employment checks, which may include both health and character checks such as a national police clearance, qualification verification, right-to-work confirmation, and a pre-employment medical or fitness for work assessment
- if you provide your details at an event the City attended, your name, contact details and the type of role or area of work you have expressed interest in

Why we collect your information

The City collects this information to:

- assess your suitability for the position you have applied for
- verify your qualifications, experience and right to work
- assess your capacity to meet the inherent requirements of the role
- conduct reference and background checks relevant to the role
- communicate with you about your application and the recruitment process
- follow up with you about current or future job opportunities, including where you have expressed interest at a careers event or expo
- if you are not successful for the role you applied for, consider you for other suitable positions that may become available
- maintain accurate records of the recruitment process

How we use and disclose your information

Your information is used by City officers involved in the recruitment process. It may be disclosed to third-party providers engaged to conduct pre-employment assessments to the extent necessary to complete those checks.

If you are not successful and your information is retained in the talent pool, it is kept unless you ask the City to remove it. You may request removal at any time by contacting the HR Team or the City's Privacy Officer.

The City does not use your information for any purpose unrelated to recruitment and does not ordinarily disclose it outside Australia.

What happens if you do not provide the information

If you do not provide the requested information, or do not consent to a required check, the City may be unable to assess your application, complete the necessary checks, or proceed with your application.

Storage, access and correction

The City takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure. You may have rights under applicable legislation to request access to, or correction of, personal information held by the City and to make a complaint about how the City has handled your personal information.

Further information and contact details

For further information about how the City manages personal information, or to exercise your privacy rights, please refer to the City's Privacy and Information Sharing Policy or contact the City's Privacy Officer:

Email: privacy@armadale.wa.gov.au

Phone: (08) 9394 5000

Post: Locked Bag 2, Armadale WA 6112

