



Employment Applications and Recruitment

Notice

CN-07 | Employment Applications and Recruitment

Who we are and how to contact us

The Shire of Augusta Margaret River collects, holds and manages personal information to support recruitment and employment processes.

If you have questions about how your personal information is handled, or wish to request access to or correction of your personal information, please contact:

Privacy Officer

Shire of Augusta Margaret River

41 Wallcliffe Road, Margaret River WA 6285

Phone: (08) 9780 5255

Email: privacy@amrshire.wa.gov.au

Why we are collecting your information

We collect this information for the following purposes:

- assessing and processing employment applications
- managing recruitment processes and candidate selection
- communicating with applicants regarding their application
- undertaking pre-employment checks (e.g. reference checks)

Where your information will be stored

Your information is held in the Shire's enterprise resource planning, human resource and records management systems.

How your information may be disclosed

Your personal information may be used and disclosed for the purposes outlined above.

The Shire may disclose personal information to:

- referees or reference check participants nominated by you
- third-party service providers used to support recruitment (e.g. Pulse recruitment software)

Information may also be disclosed where authorised or required by law.

Consequences of not providing information

If you choose not to provide the required information, the Shire may be unable to:

- assess your application effectively
- progress your application through the recruitment process
- meet our legal and compliance obligations