

## **On-Line Recruitment and Privacy at Moree Plains Shire Council**

Moree Plains Shire Council (Council) utilises the product "Scout Talent" to process applications for employment with Council.

Scout Talent has a contractual obligation with Council to uphold the privacy standards outlined in our agreement to utilise this product. This agreement is retained within Council's Records Management System.

Information about the access, storage and security of information within the Scout Talent system is available by contacting Scout Talent at <https://scouttalenthq.com/>

Scout Talent retains a history of applications made by individuals seeking work with Council, however this information is not transferred in to Council's Record Management System unless specified below.

Information gathered by Moree Plains Shire Council with regards to job applicants is accessed and retained in accordance with the Privacy and Personal Information Protection Act 1998 No 133.

Your information in Scout Talent is retained only for the purposes of considering applicants for employment with Council and will not be utilised for any other purposes.

Only those Officers who are involved in the recruitment and selection process in order to fill specific roles will have access to this information within Scout Talent.

Applicants may express interest in non-specific roles, talent pools or job information sessions. Information is only retained and utilised in Scout Talent for those specific purposes.

Non-mandatory sections within the on-line application forms are completed on a voluntary basis and do not form any part of the selection decision. These sections allow for Council to provide trend information to agencies such as the Australian Bureau of Statistics. Council also utilises this trend data to critique trends such as the success of applications based on particular cohorts as this may identify areas of improvement or support needed in our processing of applications.

Information about applicants who achieve employment with Council is retained on an Electronic Personnel File in Council's Records Management System (HPE TRIM) in accordance with Council's Records Management Policy which aligns with the State Records Act and is kept on this file for 75 years.

Information about applicants who achieve an interview but are then unsuccessful is retained in Council's Record Management System for 2 years in the file established for recruitment of the specific job role.

In principal requests for personal information obtained through on on-line applications can only be accessed by the person whom the information pertains to without the specific consent of that individual. Other applications to access information about individuals must be lodged with Council's Governance Coordinator) who will review the legal right to access to this information.