

Collection Notice

Here is how we use your personal information



During the recruitment process, TasWater collects your personal information including your name, address, contact details, education, qualifications, skills, professional experience, employment situation, eligibility to work in Australia, accessibility requirements relevant to the application process, police or criminal history and if relevant for the employment opportunity, any history of bankruptcy or court judgements.

TasWater will use this information for the primary purpose of assessing your suitability for employment and communicating with you during the process. TasWater may also use your information for a secondary purpose which could include:

- complying with any legal and regulatory requirements,
- monitoring and reviewing our recruitment practices, and
- in the event that you are unsuccessful (unless you ask us not to) we will keep your information on file for any other alternative employment opportunities which may arise in the future.

TasWater will collect your information:

- via our recruitment website (Stepping Stones) which is hosted and managed by Cornerstone, which is a third-party service provided engaged by TasWater;
- via Workforce Health Assessors, which is a third-party service provided engaged by TasWater, who conduct our pre-employment health checks;
- directly from you during the recruitment process;
- via your referees (including via Referoo which is a third-party service provided engaged by TasWater); and
- from employment marketplaces or employment orientated social networking services such as LinkedIn.

If we cannot collect this information, then TasWater would not be able to assess your suitability for employment with TasWater. We may disclose your information to:

- your referees to verify your information,
- our third-party service providers mentioned above,
- other third parties as required for verification and other checks.

TasWater also collects, at your option, diversity details including gender and cultural diversity identification (Optional Diversity Information). The Optional Diversity Information is collected in the same manner as the personal information collected during your application, except that TasWater does not collect the Optional Diversity Information from your referees.

We will use that information on an aggregate and anonymised basis, to inform our programs and policies that support workplace equity and diversity and to publicly report on equity and diversity at TasWater. If the Optional Diversity Information were not collected, TasWater would not be able to utilise the information for these purposes, but there would be no impact on our ability to assess your suitability for employment. TasWater does not disclose that information externally, except when it is deidentified.

In the event that you are ultimately offered, and accept, employment with TasWater the information we have collected during the recruitment process will form part of your employment record.

For further information on our privacy responsibilities and your rights including access and correction of information you can access our Privacy Policy on our website <https://www.taswater.com.au/about-us/governance-and-policies> or request a copy from us via email at careers@taswater.com.au