



# TOWNSVILLE CITY COUNCIL COLLECTION NOTICE

## Application Records

Townsville City Council (**Council, we, our, us**) collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Council manages personal information is governed by the *Information Privacy Act 2009 (Qld)* (**the Act**).

### What personal information will we collect?

We may need to collect the following personal information in relation to your employment application:

- Name
- Address
- Personal Contact Details
- Date of Birth
- Gender
- Disabilities
- Drivers License
- Qualifications
- Previous Employment Details
- Referee Details
- Passport and/or Visa and Citizenship Details
- Criminal History

### How do we use your personal information?

We are collecting your personal information in accordance with *Local Government Act 2009* so that we can:

- Process and assess your application;
- Contact you regarding your application;
- Conduct reference, identification and/or suitability checks; and
- Provide you with information about other employment opportunities that may interest you.

Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information, please see our Information Privacy Policy.