



**ashm**

Supporting the HIV, Viral Hepatitis and Sexual Health Workforce

## Recruitment Privacy Statement

By submitting an application for an advertised position with ASHM, you will supply us with personal information that is subject to the Privacy Act.

The personal information contained in your application or provided by you in telephone calls or interviews will be used by us to:

- Assess your suitability for the position at ASHM
- Process your application
- Conduct reference checks
- Check academic results, professional memberships or qualifications if appropriate

If we do not collect your personal information we are not able to process and assess your application for employment.

Your application will be viewed by management, staff or office bearers of ASHM and potentially outside interview panellists involved in the selection process.

If you wish to request access to personal information relevant to your application you can do so by contacting us by phone, email or in writing.

ASHM takes all reasonable security measures to protect personal information from loss, unauthorised access, destruction, misuse, modification or disclosure.

In the event that your application is unsuccessful, we will dispose of your personal information within three months of the conclusion of the recruitment process.

In the event that your application is successful, your application and information about your recruitment will be placed on your personnel file and retained by ASHM.

Yours faithfully,

Rachel Peel  
Administrative & HR Officer  
Executive Division