

Community Clubs Victoria Privacy Notice¹ - Jobs Board

1. The Community Clubs Victoria ('CCV') 'Jobs Board' allows member Clubs to post employment advertisements which candidates can then apply for online ('the Applicant').

Purpose of collecting your personal information

2. This information is requested by CCV for the purpose of applying for the employment vacancy advertised at a member Club.
3. CCV collects the contact information of prospective employees as part of the application process.
4. If the Applicant does not supply the contact details requested, CCV may not be able to process their application for the Club which posted the vacancy.

How CCV collects your personal information

5. Generally, CCV will collect information directly from the Applicant, such as via the CCV Jobs Board application form.
6. However, in limited cases, CCV will collect information from **someone other than the Applicant, such as:**
 - **[Note to CCV: Does this apply? For example, would CCV combine third party database checks such as police or credit checks on the Applicant to the information provided to the Club members?]**

Disclosure of personal information

7. The information posted to the Jobs Board is provided to Member clubs for the purpose of recruitment generally / the job the Applicant has applied for. **[Note to CCV: There is an option where the uploaded CV may be considered by Clubs beyond that role.]**
8. CCV does not disclose personal information overseas. As part of providing advice and services to member clubs we use servers based in Australia and the USA, for secure data-storage and to assist in email communication with members. **[Does the CCV Jobs Board use any servers based overseas? Please advise.]**
9. The **CCV Privacy Policy** contains information about how Applicants using the Jobs Board can:

¹ Office of the Australian Information Commissioner, *Australian Privacy Principles*, APP 5.2.

- **access** their personal information which is held by CCV
- request the update or **correction** of their personal information and
- make a **complaint** about a breach of the Australian Privacy Principles.

10. The Privacy Policy describes CCV's complaint handling procedures and is available on our website at **www.ccv.net.au/privacy-policy**.

11. If you can't find the answer you are looking for in the Privacy Policy, please feel free to get in touch with our office directly, for privacy queries about your information held by CCV:

By mail	Email
7/19 Gertrude Street Fitzroy 3065	ccv@ccv.net.au