



EMPLOYMENT & RECRUITMENT PRIVACY STATEMENT

Policy Identification:	BDLPOL12_HRQC_2025_08
Policy Owner:	Human Resources/Quality & Compliance
Endorsed By:	Chief Executive Officer
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Review Date:	JULY 2027 (or earlier if required)

1. Booroongen Djugun Limited

Booroongen Djugun Limited (BDL) is an Aboriginal Community-Controlled Organisation. BDL was founded in consultation with traditional Elders and designed to reflect the emotional, spiritual and physical needs connected with the traditions and customs of Aboriginal & Torres Strait Islander people. BDL continues to operate in alignment with these core foundations to this day, providing cultural safe & responsive services and employment for all Aboriginal & Torres Strait Islander Residents, Participants, Students, Staff and Community.

All BDL Staff are to have sound knowledge and understanding of applying culturally safe and responsive practices when developing and reviewing Policies & Procedures involving Aboriginal & Torres Strait Islander people, or the capability to seek assistance and guidance in their development.

2. Our Commitment

Booroongen Djugun Limited (BDL) is bound by the Privacy Act 1988 (Privacy Act), which requires BDL to comply with the Australian Privacy Principles (APPs), which sets out minimum standards in relation to the collection, use, storage and disclosure of all personal information that is collected by BDL. BDL will take all reasonable steps to protect the privacy of the personal information that it collects, uses or discloses.

3. Scope

The Recruitment & Employment Privacy Statement applies to all employees and prospective employees/job applicants of BDL. This policy does not apply to acts and practices of BDL which relate directly to the personal information BDL collects from customers, suppliers, contractors, agents and any other individuals.

4. What is Personal Information?

4.1. Personal Information

1. Personal information is any information that can be used to identify a person. This includes any personal information or opinions about the person, whether true or not, no matter how the information or opinions are recorded.

4.2. Sensitive Information

1. Sensitive information is a special category of personal information and includes, but is not limited to, information about a person's health, race or ethnic origin, political or religious beliefs, membership of a trade union or association, or criminal record.
2. BDL will not disclose a person's sensitive information without the person's consent, unless there is a need to disclose such information in accordance with the Act or to comply with any other legislation.

5. Prospective Employees/Job Applicants

5.1. Information Collected

1. BDL collects personal information prospective employees/ job applicants when considering whether to make offers of employment or for employment purposes.
2. A failure by an applicant to provide any lawfully requested information may result in the processing of the application being delayed or may result in the application being unsuccessful.
3. Any information which is provided by a job applicant which is later found to be false, may result in the persons' application being unsuccessful or if the person is employed, result in the termination of that person's employment.

5.2. Unsuccessful Applications

1. If a job applicant applies for a job and their application is unsuccessful, but they would like BDL to hold on to their application to consider them for other positions which may arise from time to time, the applicant should provide their written consent to BDL to do so.

5.3. Access to and Correction of Personal Information

1. Subject to any agreed or lawful exceptions, a job applicant has a right to:
 - access and copy their personal information which is held by BDL; and
 - correct any incorrect information held by BDL about the applicant.

5.4. Security of Personal Information

1. BDL will take reasonable steps to secure a job applicant's personal information.

5.5. Complaints

1. If a job applicant has a complaint about BDL's privacy practices it should contact BDL's Human Resources Department.

6. Employees

6.1. Inspection of Certain Records by Employees

1. Employees do not have a general right to access and review their personal records which is held about them by BDL.
2. Employees may however, access certain statutory employment records including:
 - The name of the industrial instrument or instrument under which his/her their employment is regulated. For example, the name of the relevant Award Agreement, Enterprise Bargaining Agreement or Australian Workplace Agreement;
 - Their time and wages records including overtime (if applicable) and remuneration;
 - Their records of leave, including leave taken and available entitlements;
 - Their superannuation contributions;
 - Their workers compensation records, if an employee has had an accident.
3. BDL will provide an employee with a copy of these records within 5 business days of the request being made. These records will be made available to the employee at either the premises where the employee works or at other mutually agreed premises.
4. All other employment records are exempt from the Privacy Act 1988 and those employment records and personnel records may not be made available to employees.
5. An employee will not be provided with access to another employee's records.

7. Maintenance of Records

1. BDL is required to keep employee records for seven years from the date on which an entry is made or from termination of an employee's employment, depending on which happens first.
2. In the case of other records such as tax records, BDL must maintain those records for a continuous period of seven years from the date the entry is made.

8. Confidentiality Obligations

8.1. All BDL Workplace Participants

1. BDL workplace participants must not disclose confidential or personal information which is collected by BDL about its suppliers, customers, agents or contractors.
2. If they are unsure whether information is confidential or not, they must check with an Executive Manager or immediate supervisor.
3. Confidential and Personal Information is information that is not in the public domain. It includes, but is not limited to, the following types of information:
 - any personal information about an individual;
 - any information about a supplier, customer, agent or contractor of BDL;
 - any personal information about an employee or colleague (including a prospective or former employee); and
 - any information about BDL's business affairs or business systems.