

Privacy collection statement - recruitment

This privacy collection statement explains how Sydney Water will collect, store, use and disclose the personal information you provide to us when you apply for a role, or join our talent community.

Collection:

Sydney Water will be collecting your Personal Information when you apply for a role with us, or sign up to our talent community. We use the platform Dayforce to conduct our talent acquisition processes (recruitment). Dayforce also collects your personal information in accordance with its [Privacy Statement](#).

Personal Information means any information about an identifiable individual. This will include your:

- Name and contact details
- Profile information
- Job application and cover letter
- Work history
- Responses to other screening questions

We may also collect and handle your Health Information in limited circumstances, such as if you are asked to undertake a medical check if you are a preferred candidate.

Health Information means Personal Information about an individual's physical or mental health or disability, health services provided, or to be provided.

Handling:

Your Personal Information will be provided to Sydney Water's recruitment services team, hiring managers, selection committee members and other members of Sydney Water's human resources team for the purposes of assessing your application against the role and to contact you about future job opportunities.

Use and Disclosure:

As a candidate, we may also use and disclose your Personal Information to make additional enquiries about, or undertake assessments on your:

- Employment history (previous employers),
- References (using your referees and X-Ref),
- Background (Equifax),
- Security clearance (AusCheck),
- Physical fitness (Fit-to-Work),
- Aptitude and personality traits (SHL).

We use third party service providers to provide these services (in parenthesis).

You can apply for a role with Sydney Water without a Dayforce profile.

If you do not have a Dayforce Talent Profile, you can create one as part of the online application process, using your Personal Information that you provided as part of that online application process. This means that Sydney Water (including Dayforce) will use your Personal Information to contact you about future job opportunities at Sydney Water as you will be part of Sydney Water's Talent Community.

The supply of your Personal Information is voluntary. If you choose not to supply Sydney Water with your Personal Information (via Dayforce), Sydney Water will not be able to process your job application and assess your suitability for the role. Sydney Water (including Dayforce) will also not be able to contact you about future job opportunities and recruitment campaigns conducted by Sydney Water.

Access and Amend:

You can access your Personal Information and correct any errors by logging in to Dayforce or contacting Dayforce. Dayforce will also use, hold and disclose your Personal Information in accordance with Dayforce's [Privacy Policy](#) and [Terms](#). At any time, you can access your Dayforce Talent Profile and update your personal information by contacting Dayforce.

For further information on how to best manage your Personal Information as part of your Dayforce profile, please contact Dayforce.

Further information:

To know more about how Sydney Water manages your Personal and Health Information, please visit the [Privacy Page](#) on our website.