



# Collection Notice – Staff, Students and Volunteers

## Why are you receiving this notice?

You are receiving this notice because you are, or have applied to be, an employee, contracted medical practitioner, agency staff member or volunteer of WA Country Health Service (ABN 28 680 145 816) (**WACHS, we, us, our**) or you are completing, or have applied to complete, a student placement with WACHS.

This Collection Notice contains information we are required by the *Privacy and Responsible Information Sharing Act 2024* (WA) (**PRIS Act**) to give you when collecting your personal information.

## Why do we collect your information?

WACHS collects personal information from you to assist with assessing your application, managing your employment, engagement, volunteering activity or placement with WACHS and to assist us in the performance of our functions and activities as an employer, health service provider and public authority.

## What information are we collecting?

Examples of personal information we may collect include name, gender, age, contact, demographic details, proof of identification and citizenship/visa status, financial details, immunisation details, health information relevant to your fitness for work or practice, criminal record, proof of qualifications, photographs and videos that capture your image (including footage captured by CCTV), professional qualification(s) and registration number(s).

## Purposes for which personal information is collected and will be used and disclosed

WACHS collects personal information from you where necessary for the performance its functions or activities. The purposes for collecting your personal information includes:

- For a purpose connected with the management your employment, engagement, volunteering with WACHS, including the investigation into potential integrity, discipline, misconduct or grievance matters.
- The management of workers' compensation claims, workplace injuries, or work health and safety.
- Facilitating student clinical placements, education and training at our sites.
- Where we reasonably believe it to be necessary to prevent or lessen a serious threat to the public or the life, health, safety or welfare of any individual.
- For the purpose of investigating or reporting unlawful activity or when disclosure is necessary for a law enforcement purpose.

We only use or share your personal information with your consent or where authorised or required by or under law, including but not limited to under the PRIS Act and the *Health Services Act 2016* (WA), *Health Services (Information) Regulations 2017* (WA), *Industrial Relations Act 1979* (WA) and the *Public Sector Management Act 1994* (WA).

## Who do we usually share information with?

WACHS usually shares personal information collected from employees, contracted medical practitioners, agency staff, volunteers and students with:

- Other State, Territory or Commonwealth government agencies and commissions, courts and tribunals including but not limited to the Western Australia Department of Health, and Health Support Services and the Insurance Commission of Western Australia.
- Professional boards or authorities such as the Medical Board of Australia and the Australian Health Practitioner Regulation Agency.
- Contracted Service Providers and third parties if they require access to fulfill the work they have been engaged to perform (for example contracted recruitment consultants).
- Organisations providing salary packaging benefits and superannuation services, where you have consented for the information to be shared.
- The Western Australian Health Minister, regulatory bodies and integrity agencies to meet our legal and compliance obligations.

## What happens if you do not provide information?

If you choose not to provide information requested, or if information is inaccurate or incomplete, we may not be able to identify you or enter into a contract with you (including a contract of employment or services contract) or host your placement with us.

## How can you access or update your information?

In many instances, employees will be able to access and correct personal information directly via the Human Resource (**HR**) system or through contact with the local HR department.

If you wish to access, update or add to the information we have collected, please contact our Release of Information Office by email on [WACHS.ROIcentral@health.wa.gov.au](mailto:WACHS.ROIcentral@health.wa.gov.au).

## How to find out more, access your information or make a complaint?

More information can be found at [www.wacountry.health.wa.gov.au/About-us/Privacy-and-information-sharing](http://www.wacountry.health.wa.gov.au/About-us/Privacy-and-information-sharing) or via the QR code.

If you have questions about how your personal information will be collected, used and shared, you can contact [WACHS.InformationGovernance@health.wa.gov.au](mailto:WACHS.InformationGovernance@health.wa.gov.au).

If you would like to make a complaint about how your personal information has been handled, collected, used or shared, please contact [WACHS.PrivacyOffice@health.wa.gov.au](mailto:WACHS.PrivacyOffice@health.wa.gov.au).

