

## **The Mint's e-Recruitment System Privacy and Conduct Statement**

The information provided by you is collected to assist the Royal Australian Mint (the Mint) to determine your suitability for vacant positions.

### **Privacy**

Additional information, other than that provided by you in your application, may be sourced and considered for these purposes and may include information contained on social media sites, other websites, from referees and other relevant persons or organisations. Where the Mint identifies information about you, and intends to take it into consideration, the Mint will comply with the principle of procedural fairness. If the identified information is potentially adverse, you will be given an opportunity to verify that the information is about you and comment upon it within a reasonable period of time.

The information you provide, and other information the Mint collects, will be treated in line with the [Privacy Act 1988](#) and the Mint's privacy policy which can be found [here](#).

The Mint may use and/or disclose some or all of the information collected to relevant parties for the purpose of determining your suitability for employment. Use of personal information in the possession, or under the control, of the Mint will be in accordance with section 72E of the [Public Service Act 1999](#) (the Act).

All information that you provide, including résumés, are uploaded via the internet and stored in this portal on an external web server controlled by Thomson Reuters. When you upload information to the portal, data is stored on Thomson Reuters servers located in a secure data centre. Your personal information can be accessed by you upon request. Relevant Mint employees can also access it for the purposes it was provided. Access to your personal information by the Mint is through a TLS connection which provides encryption in transit.

Information submitted to and obtained by the Mint will also be held in accordance with the [Archives Act 1983](#).

### **Conduct – applicable to candidates for engagement as an Australian Public Service employee under section 22 of the *Public Service Act 1999***

You must not knowingly provide any false or misleading information in connection with your application and possible engagement. You must also not wilfully fail to disclose information that you know, or ought reasonably to have known, was relevant to the Mint in making a decision to engage you. Additionally, you must behave honestly and with integrity in connection with your engagement. If you are found to have breached these legislative requirements in connection with your application and engagement in the Australian Public Service (APS), you are taken to have breached the APS Code of Conduct in accordance with subsection 15(2A) of the Act. If you are suspected of having engaged in

such conduct prior to engagement, this may be investigated in accordance with the Mint's *Procedures for Determining Breaches of the APS Code of Conduct and for Determining Sanctions* made under subsection 15(3) of the Act.

If you are found to have breached the APS Code of Conduct in the course of being engaged as an APS employee, sanctions may be imposed upon you including termination of employment. Details of the sanctions that can be imposed are outlined in section 15(1) of the Act.