

## Recruitment & employment collection notice

Legal Aid WA (*we, us, our*) collects personal information about you when you apply for a position with us, either directly or through a third party. If your application is successful, we will also collect additional information throughout your employment or engagement.

By applying or accepting a position with us, you acknowledge that we may collect, use and disclose your personal information in accordance with this statement.

**We manage your personal information in accordance with the *Privacy and Responsible Information Sharing Act 2024 (WA)* and the *Legal Aid Commission Act 1976 (WA)*.**

\***Position** includes paid and voluntary roles.

### What personal information do we collect?

We will ask you for the below information during the application process (when you apply through Jobs WA). Any information marked as *mandatory* on the application form must be provided for your application to be considered. Providing other information is optional.

- name, gender, address, contact details (such as phone number and email)
- citizenship, residency or visa details
- referee details (such as name, position and contact details)
- current and previous employment information (such as details about prior voluntary severance)
- academic records (such as transcripts or qualifications)
- criminal history information (for example, National Police Check, where required)
- health or disability information
- current and prior misconduct details
- conflict of interest declarations
- racial or ethnic background information
- any other information you choose to provide or that we request

If you are successful in your application, or otherwise acquire a position with us, we may collect additional information, including:

- identity documents (100 points check)
- your image, photograph or likeness
- bank details (for paid positions usually)
- taxation details including tax file number
- superannuation details
- emergency contact information
- diversity details
- licence or registration details
- copy of your signature
- medical certificates or health related information provided by you or a medical practitioner
- details of other employment or volunteering roles and potential conflicts of interest
- information relating to training and professional development
- information obtained through work devices such as laptops and phones (as set out in relevant internal policies)
- ongoing information about your performance and behaviour

Some of this information is required as a condition of employment or engagement.

This notice will take complete effect from 1 July 2026.

Last updated: 13.05.2026

## How do we collect personal information?

We may collect personal information:

- directly from you (including through application forms and supporting documents)
- from an authorised representative
- from nominated referees
- during interviews
- through third parties (such as recruitment agencies or educational institutions)
- through pre-employment checks you consent to (for example, police checks)
- through other agencies or organisations

## Why do we collect this information?

For recruitment:

- to contact you regarding your application
- to assess eligibility and suitability for a position
- to make reasonable adjustments for the recruitment process
- to support workforce planning

For employment:

- administration of wages, taxation and superannuation
- for purposes related to human resources (for example, to verify illness or fitness to work)
- performance assessment and management
- personnel matters (such as disciplinary matters, code of conduct or performance management)
- to manage work health and safety obligations
- for insurance purposes (for example, personal vehicle details)
- to satisfy other obligations or requirements related to being an employee of ours

## Who might your information be shared with?

For recruitment:

- relevant internal team members (such as human resources or the selection panel)
- your referees or other individuals mentioned in your application
- third party providers that assist with recruitment (such as Chandler Macleod)
- external organisations that manage the recruitment process
- service providers that conduct checks (e.g. National Police Check providers)
- another party if authorised or required by law

For employment:

- individuals within the agency (to an extent)
- the Australian Taxation Office
- WorkCover WA (in relation to the workers compensation and injury management scheme)
- superannuation funds (such as GESB)
- the public (where required, or where you consent)
- your nominated representatives, agents, referees or emergency contacts
- other government agencies for reporting, verification or other purposes
- another party if authorised or required by law

## How to access or correct information provided?

For recruitment:

- in most cases, you can contact our nominated representative on the advertisement to access or correct your information
- alternatively, please refer to the access or correction information at the bottom of this webpage

For employment:

- you can contact Human Resources to access or correct your personal information, if you currently or previously had a position with us
- alternatively, please refer to the access or correction information at the bottom of this webpage

It is recommended that you also read the applicable privacy policy (where available) when applying through an external site or organisation (such as through Jobs WA or Chandler Macleod).

## Some of the collection may be authorised by law, including under:

- *Equal Opportunity Act 1984 (WA)*
- *Public Sector Management Act 1994 (WA)*
- *Work Health and Safety Act 2020 (WA)*


### If you wish to request access or correct your personal information


Visit our [Freedom of Information](https://www.legalaid.wa.gov.au/get-legal-help/your-rights-client/freedom-information) webpage for more information (https://www.legalaid.wa.gov.au/get-legal-help/your-rights-client/freedom-information).

### If you have a question or want to make a complaint about privacy

For more information about how your personal information is handled, or to make a complaint, please contact Legal Aid's Privacy Officer:

 [privacy@legalaid.wa.gov.au](mailto:privacy@legalaid.wa.gov.au)

 *Privacy Officer*  
Legal Aid WA  
PO Box L916  
PERTH WA 6842

 In person at one of our offices, such as our Perth office at:  
32 St Georges Terrace  
PERTH WA 6000