

Brisbane City Council Candidate Privacy Collection Statement

This privacy collection statement sets out how Brisbane City Council (together, the Brisbane City Council, 'we' or 'us') collect, use, share and protect your personal information during our recruitment process.

All job candidates are asked to read and agree to the following privacy collection statement.

What personal information do we collect?

The personal information we collect is information you directly provide to us, including your contact details and the information included in your application, any other information or opinion about you that you subsequently provide to us as part of the recruitment process, and any information provided to us by third parties as part of the recruitment process.

We may also collect sensitive personal information about you – but only where this is strictly necessary to assess your suitability for the role you have applied for. For example, we may collect:

- Records of criminal convictions in order to perform security background checks if you are successful with your application;
- Information about your age, gender or whether you identify as Aboriginal or Torres Strait Islander to evaluate our targets for diversity and inclusion – but only where you provide this information voluntarily and provide consent for us to process this information.

Why do we collect personal information?

Your personal information will be used only for the purpose of assessing your suitability for employment and recruitment purposes. These purposes include:

- Assessing you for a position or positions with Brisbane City Council;
- Contacting you about recruitment procedures and conducting interviews;
- Assessing whether you are suitable to progress to each stage of the recruitment process for a vacant position;
- Verifying your identity and other details and conducting police or other suitability checks;
- Storing your information for future job opportunities; and
- Contacting you with information regarding your current application or about other job opportunities that may be suitable for you in future.

If we cannot collect your personal information relevant to your application, unfortunately we will not be able to assess your application.

If you provide personal information to us about another person (for example, your referee), you must have their prior consent to do so.

In completing your talent profile and/or application, you consent and agree to the provision, collection, storage, and use of your personal information in accordance with this privacy collection statement and warrant that all information provided is correct and accurate.



How do we collect personal information?

We collect personal information directly from you and also collect personal information about you from third parties such as referees, recruitment agencies, online recruitment and talent marketplace platforms or service providers that manage online applications, conduct pre-employment screening and assessment during the recruitment process.

Who do we provide your personal information to?

Your personal information (including sensitive information) will be accessible to employees of Brisbane City Council who are involved in the recruitment process and may be shared with third parties as part of the recruitment process, including:

- Your referees (or the organisations they represent);
- Third party service providers who supply, or assist in the supply of, services or products to Brisbane City Council to manage your online application or conduct criminal or suitability checks, conduct cloud-based video interviewing and assessments, reference checking, psychometric testing or other pre-employment screening processes;
- Recruitment agencies or other third parties acting on our behalf during the recruitment process;
- The Appeals Review Committee (ARC), where an appeal is lodged in accordance with the appeals procedure (HRP005);
- Law enforcement agencies to verify whether you have a criminal record;
- Educational or vocational organisations to verify your qualifications; or
- Our controlled entities.

These third parties may collect, hold, use and disclose personal information in the provision of recruitment services to Brisbane City Council but are also bound by privacy obligations.

Your personal information will also be disclosed by Brisbane City Council or yourself directly to the online recruitment and talent marketplace platform 'Humanforce' as made available through <http://www.humanforce.com> and any associated URL ('Humanforce'). Humanforce will use your personal information to connect you with Brisbane City Council for current and future job opportunities and talent pooling purposes. If you complete a full profile yourself, Humanforce will store your personal information and will also use it to connect you with other companies you choose to connect with for the same purpose. Humanforce's privacy policy is available [here](#).

Do we disclose your personal information outside Australia?

It is possible that Brisbane City Council or its third-party service providers (such as Humanforce) or their sub-contractors may directly or indirectly disclose some of your information collected to service providers or entities outside of Australia for the purposes listed above. You consent to your information being disclosed for this purpose. We take reasonable steps to make sure our service providers, Humanforce, subcontractors and any overseas recipients of your personal information will handle the information consistent with the relevant privacy legislation and privacy obligations relating to it.

How do we manage your personal information?

We will take all reasonable steps to ensure that your personal information which we collect, use or disclose is accurate, complete, and up to date. You can view Council's full privacy policy [here](#).



Your personal information may be stored in facilities or systems owned and operated by the Brisbane City Council, or by third party providers that we engage for these purposes. We take reasonable steps to ensure:

- Prospective employees and contractor personal information stored on our controlled systems are secure against unauthorised access; and
- Any third-party providers we engage to perform services involving handling personal information have appropriately secure systems to protect from unauthorised access.

If you accept an offer of employment by us, your information will become part of your employee records. If you are unsuccessful, we may continue to retain and use your information for the purposes of talent pooling, contacting you in relation to future roles or to perform market research.

Please note that you are responsible for ensuring that the information you submit is accurate and up to date. It is your responsibility to keep your password secure and not disclose it to any other person. You are responsible for all aspects of the use of your username and password. If you suspect your password has been compromised, you must change your password immediately and report your concerns to us.

How you may access personal information and seek the correction of such information

You have a right to access the personal information we hold about you. To request such access, please complete a [Right to Information Access Application](#). Your application will be processed in accordance with the legislation and fees may be payable.

If you wish to have your details removed from our system you can log in to your online application account or contact Humanforce at privacy@humanforce.com and make the request.

We will retain your personal information for as long as we need it for the purposes it was collected, or to meet our regulatory and legal obligations. Please note that this does not extend to personal information stored within the Humanforce platform as we will cease to have access to this after you disconnect your profile from Brisbane City Council via the Humanforce platform. Retention of your personal information by Humanforce will be managed in accordance with its privacy policy as linked above.

How can you report a breach of your privacy?

If you think Council has breached your privacy or confidentiality, you may lodge a complaint in writing [by contacting Council](#). If you are not satisfied with Council's response to your complaint you may make a complaint to the [Office of the Information Privacy Commissioner Queensland](#).

Brisbane City Council may update this privacy collection statement from time to time to ensure we meet our obligations. Any changes will be updated on this page.

Candidate privacy collection statement last updated December 2025.

