**WRC Recruitment Portal Terms and Conditions**

Terms and Conditions

The Ci Anywhere Recruitment Portal (the Service) is a free service provided to you by Whitsunday Regional Council (Council, we, our, us).

These terms and conditions (Terms) govern all access to and use of the service. When you access or use the Service, you agree to be bound by these terms. If you do not agree to be bound by any of these Terms, please do not access or use the Service.

We may amend these Terms from time to time. Every time you wish to use the Service, please check these Terms to ensure you understand the terms that apply at that time. Your continued access to and use of the Service is an agreement by you to be bound by the Terms as applicable at the time of access.

These Terms were most recently updated on 18 March 2019.

1. **How you may use content of the Service**

We are the owners or licensee of intellectual property rights in the service, and in the material published on the service. All such rights are reserved.

We grant you a non-exclusive licence to reproduce the contents of the Service in your web browser (and in any cache file produced by your web browser) for the sole purpose of viewing that content.

You must not:

* Modify, adapt, translate, prepare derivative works from, decompile, reverse-engineer, disassemble, copy, reproduce, republish, post, transmit or distribute in any way any content of the Service (including any source code);
* Use the Service for any purpose that is unlawful or prohibited by these Terms; or
* Link to the Service in such a way as to suggest any form of association, approval or endorsement on our part where none exists.

1. **Creating an account**

If you create an account on the Service, you agree to:

* Provide accurate, true and correct information; and
* Keep any information posted by you on the Service up to date.

1. **Security**

You must:

* Not share your password to the Service, let anyone else access your Service account or do anything that might put the security of your Service account at risk;
* Be responsible for all activities that occur or are submitted under your Service account;
* Promptly notify us at [recruitment@whitsundayrc.qld.gov.au](mailto:recruitment@whitsundayrc.qld.gov.au) if you know or suspect that anyone other than you knows your Service account username or password.
* Not misuse the Service by introducing viruses, trojans, worms, logic bombs or other material that is malicious or technologically harmful;
* Not attempt to gain unauthorised access to the Service the server on which the Service is stored or any server, computer or database connect to the Service; and
* Not attack the Service via a denial-of-service attack, distributed denial-of-service attach or any other method.

We may disable, cancel or require you to change your Service account username or password at any time.

We do not warrant and cannot ensure the security of any information which you transmit to us via the Service.

We do not guarantee that the Service will be secure or free from bugs or viruses.

1. **Availability of the Service**

We do not guarantee that the Service, or any content on it, will always be available or be uninterrupted. We may suspend or withdraw or restrict the availability of all or any part of the Service for business, operational or any other reason.

1. **Service Information**

The content on the Service is provided for general information only. It is not intended to amount to any advice (including employment advice) on which you should rely.

We make no representations, warranties or guarantees, whether express or implied, that the information supplied n the Service is accurate, complete or up to date.

1. **External Links**

The Service may contain links to other websites. Where the Service contains links to other sites and resources provided by third parties, these links are provided for your information and convenience only.

Such links should not be interpreted as approval by us or those linked websites or any information that you may obtain from them. We are not responsible for the content of linked websites or resources and you access such sites are your own risk.

1. **Limitation of Liability**

To the maximum extent permitted by law, we exclude all implied conditions, warranties, representations or other terms that may apply to the Service or any content on it.

To the maximum extent permitted by law, we will not be liable to you for any direct, indirect or consequential loss, or any other loss or damage of any kind whether based on warranty, contract, tort (including negligence) or otherwise, even if foreseeable, arising under or in connection with:

* your use of, or inability to use, the Service;
* the use of, or reliance on any information contained on or accessed through the Service;
* your access through the Service to any links to other sites or resources provided by third parties;
* any inaccuracies or errors in, or omissions from, the information supplied in the service; or
* any viruses, spyware, malware, disabling codes, worms or other devices of defects in any files downloaded by you from the Service.

1. **General**

These terms are governed by and are to be construed in accordance with the laws applicable in Queensland and the courts of Queensland have jurisdiction to hear any disputes arising out of these Terms.

If the courts of Queensland find any of these Terms invalid, unenforceable or illegal for any reason, the remaining Terms will continue to apply in full.

**Privacy Notice**

1. **WRC Recruitment Portal Privacy Notice**

The aim of this privacy notice (Notice) is to explain to you how the Whitsunday Regional Council (Council, we, our us) manages your personal information for the purposes of administering its recruitment and employment processes using the Ci Anywhere Recruitment Portal (the service).

By providing us your personal information through the Service, you consent to the collection, use and disclosure of your personal information in accordance with this Notice

* 1. **What is personal information?**

Personal information is any information or opinion (including information or an opinion forming part of a database) about an individual whose identify is apparent or can reasonably be ascertained from that information or opinion:

* Whether or not the information or opinion is true; and
* Whether or not the information or opinion is recorded in a material form.

Common examples of personal information are an individual’s name, signature, email address, postal address, telephone number, date or birth, bank account details and commentary or opinion about a person.

* 1. **What personal information is being collected?**

When you sign up to use the Service, we may collect the following personal information from you:

* Identification information;
* Visa and immigration information;
* Diversity information;
* Employment history;
* Education information;
* Accreditations (including qualifications and licences); and
* Any other personal information relevant to our recruitment and employment processes.

The information we collect may include sensitive information such as:

* Information about your racial or ethnic origin; and
* Health information.
  1. **How will this personal information be used?**

We collect your personal information for employment and recruitment purposes, which includes:

* Assessing and progressing applications for a Council position advertised on the Service;
* And registering your interest in working for Council.

Any diversity information provided will be collected for statistical purposes only and will not be considered during the recruitment and employment processes.

If you apply for a Council position and your application is progressed, additional personal information may be requested and gathered over the course of any selection process and through any subsequent employment with Council.

* 1. **How do we collect this information?**

If you register to use the Service we will request that you provide your personal information through our secure online system.

Some of the personal information we request will be necessary to progress your application. If you do not provide us with this personal information, you will not be able to proceed with your application for a position.

We may also obtain your personal information from third parties, such as:

* Referees (with your sent);
* The interviewing panel’ or
* Medical practitioners (if required).
  1. **How is your information stored?**

Your information is stored in a secure database, which is only accessible by individuals who have been given access by a secure log in and password.

* 1. **Who else is your information disclosed to and why?**

Some of your personal information may be provided to third parties (such as referees, medical practitioners etc) as part of the recruitment process.

We will not otherwise disclose your personal information outside of Council unless we are required by law or you have given your consent.

We will not sell any of your information to any third parties.

* 1. **How can you find out further information?**

For further information on how we handle your information, how to make a complaint to us, how to access your information or the factors we consider when releasing information please refer to Council’s Privacy Policy at [www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)