

Job Applicants and Workers Privacy Statement

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Overview

Scope

This document describes how VicRoads collects, holds, manages, uses, discloses or otherwise handles personal information about individuals that apply to work for us or who work with us in any capacity. These includes including current and former employees, contractors, consultants, agency personnel and job applicants.

Updates

We will update this statement from time to time, and we recommend you check this page regularly.

This statement was last updated on May 2026.

What personal information do we collect

Job Applicants

If you apply for employment with VicRoads, we may collect information related to your application including:

- name, date of birth and contact details (e.g address, email address, phone number);
- application materials (e.g resumes, right to work documentation);
- reference checks, security clearances and background checks (including criminal and financial history checks), where required to assess the suitability of your application for the role;
- health information relevant to your engagement / role (e.g. medical conditions that VicRoads should be aware of to assist with adjustments or determine suitability for employment in certain roles);
- proof of identity (eg passports, drivers licence); and
- diversity data.

Employees, contractors and other workers

If we engage you to do work for us, we may also collect information related to your engagement, including:

- emergency contact details;
- work related photographs;
- superannuation account details, banking information and tax file numbers;
- payroll and leave records;
- as required for your role, evidence of a valid driver licence (eg LTO/CSC roles), declarations of private interests or associations;
- disciplinary and grievance information;
- information about your access to or use of our premises, IT and communications systems (including CCTV);
- information about your health, including any disability and/or medical condition, health and sickness records; and
- other administrative information required to manage your relationship with VicRoads.

How we collect your personal information

Directly from you

Where it is reasonable and practicable to do so, we will collect personal information about you directly when you interact with us.

Indirectly (from third parties)

We may also collect personal information about you from third parties, where it is reasonable and lawful to do so. These sources may include your referees, recruitment agents, service providers and agencies listed in the 'our disclosure' section below, previous employers, and other publicly available sources.

Our use and disclosures of your personal information

Purposes for which we may use your personal information

We may use your information is collected for a number of purposes in relation to your recruitment or employment:

| Category | Description |
|--|---|
| Recruitment, Assessment and Onboarding | Assess suitability for a role, conduct screening checks, manage recruitment processes, and facilitate onboarding. |
| Employment Administration and Workforce Management | Human resources administration, payroll, superannuation, training, performance management, workforce planning, and career development. |
| Health, Safety, Wellbeing and Emergency Management | Compliance with work health and safety obligations, injury management, emergency response, and administration of wellbeing and benefits programs (e.g. vRewards, Employee Assistance Program, Fitness Passport and salary packaging and novated leasing). |
| Conduct, Security and Risk Management | Investigations of workplace allegations, information security, protection of assets, fraud prevention, and management of disputes or legal claims. |
| Communication, Engagement and Organizational Improvement | Internal communications, surveys, reporting, analytics, DEI initiatives, and workplace programs. |
| Legal, Regulatory and Contractual Compliance | Compliance with laws (including fair work and work health and safety legislation), industrial instruments, regulatory inquiries, audits, and contractual requirements. |
| Business Operations and Other Legitimate Interests | Audits, business continuity, restructures, mergers, and protection of legitimate business interests. |

Our disclosures

We may disclose your personal information to third parties for the purposes described above.

This includes disclosures to:

| Category | Examples of Disclosures |
|--|---|
| Service providers supporting recruitment activities and employment administrations | Recruitment, assessment and background checking providers-checking providers HR, payroll, and benefits administrators IT, cybersecurity, cloud hosting and communication providers Training, learning and development providers. |

Government agencies, regulators and compulsory disclosure entities

Department of Transport and Planning
Australian Taxation Office
WorkSafe, WorkCover and compensation bodies
Employee nominated and default superannuation funds (payment of superannuation contributions)
Law enforcement agencies
Other government entities as required or authorised by law

Compliance and industrial relations related disclosures

Licence verification bodies for LTO/CSC roles
Australian Electoral Commission (enterprise bargaining ballots)
External workplace investigators
Union or employee representatives
Insurers including corporate and travel insurance providers

Health, safety and wellbeing providers

Occupational health and medical practitioners
Employee wellbeing program partners (EAP, Fitness Passport etc.)
Emergency contacts

Automated decision making and use of AI

VicRoads may use automated tools, including artificial intelligence (AI)–enabled systems, to assist with aspects of our recruitment and workforce management processes. For example, we may use technology to help screen and assess job applications by analysing information provided in your application materials against the requirements of the role.

Any decisions that may have a legal or similarly significant effect on you will not be made solely through automated means – we will review outcomes before any final decision is made. Where automated tools are used, we will take reasonable steps to ensure the technology is used responsibly, in a manner that is fair, transparent and consistent with our privacy obligations.

Consequences if we do not collect your information

If you choose not to provide the personal information requested, VicRoads may not be able to process your application and consider you for employment or engagement. In some cases, we are legally required to collect certain information to meet our obligations as an employer.

This includes information needed to comply with employment, taxation and superannuation laws (such as payroll records, tax file number information, and superannuation contribution details), workplace health and safety requirements, and identity or licence information required for particular roles (such as LTO/CSC licence verification). Where information is required to meet these legal or organisational obligations, we may issue a lawful and reasonable direction for employees to provide it; failure to do so may result in disciplinary action/s.

How we store and protect your personal information

We hold your personal information digitally on our payroll system and other internal and third-party systems used for HR, recruitment and workforce management purposes.

VicRoads takes steps to:

- protect your information from misuse, loss, and unauthorised access, modification or disclosure (including by adopting technical and organisational measures);
- restrict access to authorised personnel;

- destroy or permanently de-identify your personal information if it is no longer required for any purpose, in line with our record keeping obligations under the *Public Records Act*; and
- ensure that any of your personal information we collect, use and disclose is accurate, complete and up to date.

Your questions and queries

If you would like to:

- access the personal information we hold about you
- understand what personal information we collect, why we collect it, and how we use it
- request correction of personal information that is inaccurate, incomplete, or out of date, or
- raise a privacy concern or ask a question about our handling of your information

please contact us at rlprivacy@vicroads.com.au.

In some circumstances, we may refuse access to or correction of your information. For example, there may be circumstances where we are unable to give you access to certain documents relating to workplace investigations, confidential advice sought by VicRoads, manager file notes, information provided to external bodies like WorkSafe, our insurers, or legal representatives or other materials forming part of our employee records.

If you are not satisfied with our response or handling of the matter, you may contact Office of the Victorian Information (online at [Make a privacy complaint - Office of the Victorian Information Commissioner](#) or by calling 1300 006 842), or in respect of health information, the Health Complaints Commissioner by calling 1300 582 113.