



Australian
Human Rights
Commission

AI and Recruitment Compliance Checklist



LexisNexis® | *Regulatory Compliance*

About LexisNexis® Regulatory Compliance

LexisNexis Regulatory Compliance helps you forge a clear path to compliance.

With LexisNexis content know-how at the core, our compliance registers, alerts, and information-driven solutions make compliance uncomplicated for GRC professionals across the globe.

Contents from this checklist is taken from the AI and Recruitment compliance register.

The LexisNexis Regulatory Compliance AI and Recruitment Compliance Register

Working in collaboration with the Australian Human Rights Commission, the AI and Recruitment compliance register sets out the key compliance considerations for organisations keen to achieve best practice in their use of AI systems for recruitment purposes. This content set is designed for stakeholders of all industry organisations, from talent acquisition and human resources departments to the compliance oversight arms of those organisations, as well as firms specifically in the recruitment industry at both a compliance oversight and functional level.

The AI and Recruitment compliance register draws on international instruments and guidance to assist organisations, including relevant European Union and United Nations guidelines, conventions and treaties on the protection of human rights.

In particular, this register covers topics such as Privacy and Data Protection, Digital Robustness and Safety, Fairness and Transparency of Process.

About our Collaborators

Australian Human Rights Commission



The Australian Human Rights Commission is Australia's national human rights institution, with its purpose being to promote and protect the human rights of everyone in the country. Its vision is an Australian society in which human rights are respected, promoted and protected, and aims to be connected to all communities and have a positive impact on the major human rights priorities facing the country.

AI AND RECRUITMENT CHECKLIST

This checklist helps you identify key compliance considerations related to AI and Recruitment.

Overview

| Requirement | Needs work | Don't know | Meets requirement |
|--|------------|------------|-------------------|
| Does the organisation using AI systems in a recruitment context implement comprehensive policies, procedures, and processes to ensure privacy and data protection, digital robustness and safety, fairness and transparency of process, as well as accountability, autonomy, and sustainability? | | | |

Privacy and Data Protection

| Requirement | Needs work | Don't know | Meets requirement |
|--|------------|------------|-------------------|
| Does the organisation implement best practice where AI systems manage data, in order to protect its data integrity and individuals' right to privacy? | | | |
| Does the organisation's provision and use of AI processes and programs adhere to jurisdictional privacy obligations regarding handling personal information? | | | |
| Does the organisation put in place the appropriate policies, procedures and other mechanisms to safeguard data that is collected, handled and monitored by AI systems? | | | |

Digital Robustness and Safety

| Requirement | Needs work | Don't know | Meets requirement |
|---|------------|------------|-------------------|
| Does the organisation using AI systems, as best practice, develop policies, processes and procedures that ensure the security of files and data, safety against harm, quality management and risk mitigation? | | | |
| Does the organisation, as best practice, develop policies, processes and procedures that ensure the security of files, records and data managed by AI systems? | | | |
| Does the organisation, as best practice, develop policies, processes and procedures that ensure the safety of AI systems in use throughout their entire life cycle? | | | |
| Does the organisation, as best practice, develop a robust governance framework that manages the ongoing quality and risks that the AI systems in use present throughout their life cycle? | | | |

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Fairness and Transparency of Process

| Requirement | Needs work | Don't know | Meets requirement |
|---|------------|------------|-------------------|
| Does the organisation develop policies, procedures and processes that prioritise fairness and transparency in AI systems for recruitment and onboarding processes? | | | |
| Does the organisation ensure that AI systems in use during the candidate selection process respect human rights and follow ethical guidelines? | | | |
| Does the organisation ensure that AI systems in use during the candidate interview process respect human rights and follow ethical guidelines? | | | |
| Does the organisation ensure that candidates have the ability to seek internal redress and appeal AI systems decisions that adversely affect them? | | | |
| Does the organisation, as best practice, choose AI systems that are accessible and user-friendly, and establish long-term feedback channels regarding ease of use and accessibility, in order to enable improvement over time of AI systems in use by stakeholders? | | | |
| Does the organisation ensure that AI systems in use during onboarding processes are balanced with sufficient human oversight and involvement, and do not breach human rights, ethical guidelines or relevant State-based laws? | | | |

Accountability, Autonomy and Sustainability

| Requirement | Needs work | Don't know | Meets requirement |
|---|------------|------------|-------------------|
| Does the organisation ensure that accountability and autonomy of humans is maintained during AI system use (including during AI automated tasks), and that sustainability of AI systems is a key consideration? | | | |
| Does the organisation develop policies and procedures to ensure that its staff maintain a sense of accountability over operations and decision-making processes, and report appropriately on AI processes? | | | |
| Does the organisation ensure that AI systems and processes in use respect human autonomy and are sustainable? | | | |

Your Free Demonstration.

If you would like a demonstration of the AI and Recruitment compliance register, scan or click the QR Code →



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Authored by leading legal, attorney and industry experts, and supported by flexible technology that works the way you do, LexisNexis Regulatory Compliance gives you peace of mind while saving time, and money.

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About LexisNexis

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