

22 August 2023

## Recruitment Privacy Policy

Cermak Peterka Petersen Pty Ltd ("CPP Australia") is committed to ensuring that when handling your personal information, including how your personal information is captured, collected, used, disclosed, and stored, we do so in accordance with the Australian Privacy Principles under the Privacy Act 1988 (Cth).

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### WHAT PERSONAL INFORMATION DO WE COLLECT?

The personal information which we collect may include the following:

- Contact details, including your full name, residential address, and phone number.
- Employment history.
- Qualifications and academic transcript.
- Evidence of your legal right to work in Australia.

Other types of personal information we collect may include:

- Reference checks.
- Pre-employment checks, including police checks and directorship checks.
- If you are successful, we may gather additional information such as bank details and next of kin.

### HOW DO WE COLLECT PERSONAL INFORMATION FOR RECRUITMENT?

Personal Information can be collected by:

- Providing information in connection with a recruitment application on our website or email.
- Contact us to report a problem with our website or make any query or comment.
- Collecting information about you from public domain sources.

We do not guarantee website links or policy of authorised third parties.

### WHY WE COLLECT PERSONAL INFORMATION?

We collect your personal information for the following specified purposes:

- To consider your application for a job.
- To contact you about your job application.
- To move your application forward.
- To send you notifications about your progress and/or other vacancies which are relevant to you.

### HOW WE USE AND DISCLOSE YOUR PERSONAL INFORMATION?

CPP retains your personal information solely for career opportunities. We do not share or disclose your personal information for other purposes other than employment opportunities without first seeking your consent unless authorised or required by law.

### HOW YOUR PERSONAL INFORMATION IS KEPT SECURE?

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure. Please note that no systems involving the transmission of information via the Internet, or the electronic storage of data, are completely secure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information within 12 months of your last contact with CPP.

#### **HOW CAN YOU ACCESS YOUR PERSONAL INFORMATION?**

You may access your Personal Information we hold to update or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

CPP will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

We may require your identification before releasing the requested information to protect your Personal Information.

#### **HOW YOU CAN CONTACT US, AND WHAT IS YOUR RIGHT TO COMPLAIN?**

At CPP, we aim to acknowledge receipt as soon as possible and commit to resolving all complaints no later than 30 days. However, there may be instances where this is not possible due to the contents of the complaint. In such circumstances, we will respond to your complaint in a reasonable and practical time. You can contact the Office of the Australian Information Commissioner (OAIC) if you are dissatisfied with our response to your complaint.

If you have any questions about data protection or privacy matters generally, please contact our HR Manager.

#### **CHANGES TO THIS RECRUITMENT PRIVACY POLICY**

Please note that this Recruitment Privacy Policy will regularly be updated to reflect any changes in how we handle your personal information or applicable laws. We suggest you visit our website regularly to keep updated with any changes.