



Candidate Privacy Notice (AUD)

Atlas Arteria Limited
Atlas Arteria International Limited

Candidate Privacy Notice (AUD)

Introduction

For the purposes of this document, Atlas Arteria Limited ACN 141 075 201 (**ATLAX**), Atlas Arteria International Limited Registration No 43828 (**ATLIX**) and their respective controlled entities are together **Atlas Arteria** ('we', 'us').

Atlas Arteria is committed to protecting the privacy and security of your Personal Information and comply with the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* (Cth) (the **Act**).

This Notice should be read in conjunction with Atlas Arteria's Privacy Policy.

Purpose of this Notice

This Notice explains how Atlas Arteria handles and collects your personal information in respect to your application for a job vacancy or other employment position with us (**Personal Information**).

If you fail to provide certain information when requested which is necessary for us to consider your application, we may not be able to process your application further.

Consent to collection, use and disclosure

By submitting an application for a position or otherwise providing us with Personal Information for us to consider with respect to a current job vacancy or potential employment position, you consent to your Personal Information being collected, held, used and disclosed as set out in this Notice.

What Personal Information do we collect and hold?

Atlas Arteria collects Personal Information that is necessary for us to manage our recruitment and placement processes. Such information may include your:

- name;
- contact details (e.g. phone numbers, residential address, email address);
- education history and results;
- employment history;
- curriculum vitae (CV) and covering letter as well as any information you have provided in your those documents;
- references; and
- interview notes.

We may collect Personal Information about you by telephone, letter, email or when you forward to us your resume or complete any employment application form.

What is sensitive information?

Sensitive information is information about your:

- health;
- racial or ethnic origin;
- political opinions;
- membership of a political association, professional or trade association or trade union;
- religious beliefs or affiliations; and
- results of any police or background check or criminal record checks.

We generally do not collect sensitive information about our candidates (except for criminal history records) but will do so when required/authorised by law (for example to assist you to attend an interview) or where you provide us with this information. Further, we may also collect sensitive information in order to comply with statutes, rules and regulations pertaining to equal employment opportunities.

How is your Personal Information collected?

We collect Personal Information about candidates from the following sources:

- you, the candidate (i.e. from written applications, CVs and interviews);
- from an employment agency, recruitment agency or background screening provider;
- named referees whom you have given us permission to contact and from whom we collect the following categories of information: full name, periods of previous employment, performance during previous employment;
- from publicly accessible sources, such as LinkedIn, where we may collect your full name, email, work history, and other information included on your profile;
- from the answers you may provide by completion of questionnaires and/or tests on psychometric testing software, as the case may be; and

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- any other third party that you may have authorised to give us Personal Information about you.

In all instances, we handle your Personal Information in accordance with this Notice and the Act.

How we will use your Personal Information

Atlas Arteria will use the Personal Information we collect about you to consider your application for employment and to manage the recruitment process.

If you are not successful in obtaining a position with us, Atlas Arteria will retain your Personal Information in accordance with the 'Data Retention' section of this Notice set out below.

Atlas Arteria will also use your Personal Information to comply with any applicable legal or regulatory requirements.

Disclosure of your Personal Information to Third Parties

For the purposes of managing the recruitment process, we may disclose your Personal Information to our related entities, your referees, security organisations, recruitment agencies, Atlas Arteria staff for interview purposes, external agencies, and to other third parties who perform services on our behalf, where such disclosure is:

- necessary to obtain references to verify suitability for a position;
- to a contracted external organisation in order to provide a support service such as employment screening;
- required to conduct skills or behavioural tests;
- required to verify whether you have a criminal history;
- required to verify your qualifications;
- in our opinion necessary to prevent a threat to life, health or safety; or
- required by law.

Our third-party service providers are not authorised to use your Personal Information for their own purposes, and we take reasonable steps to ensure those third-party service providers comply with the Act.

Overseas transfer

Where Atlas Arteria engages external information technology service providers, we ensure that

wherever possible, our data is stored within Australia.

As Atlas Arteria forms part of a global group of companies, we may disclose your Personal Information to overseas entities within the Atlas Arteria group who are located in Luxembourg, Germany and the United States of America.

Access and Correction rights in connection with Personal Information

We take reasonable steps to ensure that the Personal Information we hold is accurate, complete and up-to-date.

However, we also require that you advise us of any changes to your Personal Information.

Under the Act, you have the right to seek access to your Personal Information handled by us and ask us to update or correct your Personal Information when it is inaccurate, incomplete or out of date.

You can contact us to request access, or to update or correct any Personal Information we hold about you, by contacting our Data Protection Officer at privacy@atlasarteria.com

We will respond to any request you make about the correction of your Personal Information within a reasonable period of time after the request is made.

In normal circumstances, we will give you full access to that Personal Information. However, there may be some legal or administrative reasons to deny access. If access is denied, we will provide you with the reason why.

If we can provide you with your Personal Information, we can provide you with a copy in electronic PDF, print out or a photocopy. We will not charge you for the cost of providing these types of records.

Data security

We have put in place appropriate security measures to prevent your Personal Information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed.

However, data protection measures are never completely secure and, despite the measures we have in place, we cannot guarantee the security of your Personal Information.

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Data retention

If your application is successful and you accept our offer, you understand and agree that this Notice does not apply to any of the Personal Information that becomes part of your employee record, to the extent that it is held by us as your employer in relation to your employment. We will deal with your employee records as permitted by law.

If you are unsuccessful, we shall retain your Personal Information for a period of up to 12 months from the date we notify you about the outcome of your application in case any similar jobs/roles become available for which you will be a fitting candidate (subject to any applicable legal or regulatory obligations to retain such information for a longer period).

At the end of any retention period, your Personal Information will either be securely deleted in its entirety or anonymised so that you can no longer be identified from the data.

How to contact us about privacy

If you have any questions about our privacy practices or this Notice, please contact our Data Protection Officer by email at privacy@atlasarteria.com or write to:

Data Protection Officer
Atlas Arteria Limited
Level 1
180 Flinders Street
Melbourne, Victoria 3000

Making a complaint

If you wish to make a complaint about how Atlas Arteria handles your Personal Information, please contact us setting out your complaint in writing and forward it to our Data Protection Officer at the contact details above.

We will deal with all requests for access to Personal Information or complaints as quickly as possible and will endeavour to get back to you within a reasonable timeframe.

You may have a right to make a complaint to the Office of the Australian Information Commissioner at any time for a breach of the APPs.

Changes to this Notice

We may change this Notice from time to time. Any changes to this Privacy Notice will become effective upon posting of the revised Privacy Notice via Atlas Arteria's website. Each version of this Notice is identified at the bottom of the page by its version date.