

# Privacy collection notice

## RECRUITMENT

Updated 21 February 2019

Australian Ethical Investment Ltd (“Australian Ethical”) is committed to protecting the privacy of your personal information in accordance with the Privacy Act 1988 (Cth). Our Privacy Policy details how we collect, hold, use, disclose and keep your personal information secure. Our Privacy Policy is readily available and can be viewed at: [www.australianethical.com.au/privacy-policy](http://www.australianethical.com.au/privacy-policy).

Please read this Privacy Collection Notice to see how we will use the personal information you are providing us with during the recruitment process. By submitting your personal information during the recruitment process you consent to Australian Ethical using it as set out in this privacy collection notice and our Privacy Policy.

### What types of information do we collect and why?

Australian Ethical collects personal information that is relevant to your potential employment with Australian Ethical (whether as an employee or an independent contractor).

The personal information we collect includes anything contained in your application or resume such as your name, addresses (email and postal), telephone numbers, employment history, qualifications and any other information relevant to your application for employment. We collect the information directly from you and also from your former employers and nominated referees.

We may also collect sensitive information about you. We will only collect this information with your informed consent and if it is relevant to your employment.

Once submitted, we will use your personal information for the following purposes:

- to assess and administer your application for employment in accordance with our standard recruitment practices;
- to communicate with you in relation to your application; and
- to monitor and review our recruitment practices.

You are not required by law to disclose your personal information to us, but we may not be able to accept or process your application for employment if you do not supply this information.

### Who do we disclose personal information to and why?

We may use and disclose your personal information to assist us to process your application for employment or contractor positions and to check your references and qualifications. This may include disclosing your personal information to former employers and nominated referees.

We may also store, process or back-up your personal information on servers through third party service providers.

Where your personal information is disclosed to service providers and other organisations, Australian Ethical seeks to ensure that your personal information is handled in accordance with privacy laws and is not used or disclosed for any purpose other than those to which you have consented (unless otherwise required by or under an Australian law or court/tribunal order).

If your application is unsuccessful, we may retain your information on file in case a more appropriate opportunity becomes available. You are free to contact us if you do not wish us to retain your information.

Please note that this Privacy Collection Notice does not apply to your records if you become an employee but it continues to apply if you provide services to us as an independent contractor.

## Do you have any queries or complaints?

Our Privacy Policy, which can be found on our website, contains information about how you may access your personal information held by us and seek correction of such information. It also contains information about how you may complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint.

If you have any questions about the personal information that is being collected, or you have any complaints about our handling of your personal information, please contact our Privacy Officer on:

- t** 02 8276 6288
- e** [privacy@australianethical.com.au](mailto:privacy@australianethical.com.au)
- p** GPO Box 8, GPO Box Centre, Sydney 2000

Australian Ethical reserves the right to modify this Privacy Collection Notice and our Privacy Policy from time to time to reflect our current privacy practices. You should regularly review the most recent version of our Privacy Policy available on our website.