

Candidate Collection Notice Statement

HR Australasia, Talent Acquisition
Version 1.1 - 06/08/18

Candidate Collection Notice Statement

We are obliged under the Privacy Act 1988 and the APPs 2018, to inform you of the following matters in relation to the collection of personal information about you:

- Our identity and contact details.
- The fact and circumstances of collection.
- The purposes of collection.
- The consequences if personal information is not collected.
- How we usually disclose personal information that we collect.
- Information about our Privacy Policy.
- Whether we are likely to disclose personal information to overseas recipients, and if practicable, the countries where they are located.
- How we will be storing your personal information in a secure manner.
- How we will be disposing of your personal information in a secure manner in accord with our Records Management, Retention and Disposal Schedule and all legal obligations.

Full details of the above are contained in our Privacy Policy, which is available on our website at https://www.navitas.com/privacy_policy.

Your rights under the Privacy Act 1988 are made clear in the Privacy Policy, but if you have any questions you may contact the Privacy Officer on: privacy@navitas.com

We require you to read the Privacy Principles on the link below. The Privacy Principles play an important part in our management of personal information and our legal obligations to protect and secure personal information supplied to us, by reading the Privacy Principles you will better understand how important the management of privacy is to our Company.

<https://www.oaic.gov.au/individuals/privacy-fact-sheets/general/privacy-fact-sheet-17-australian-privacy-principles>

We will treat any information that you provide us as confidential within our organisation and affiliated entities. It will be for the original purpose stated however; we may retain this for any future employment opportunities that arise in future.

We may pass this information onto persons, companies or other entities who perform functions or services on our behalf or where otherwise required by law. Some of those companies to whom we may disclose personal information may be located overseas. You acknowledge we will not be responsible for compliance with the Privacy Act and the APPs by any such overseas recipients.

If you have an enquiry about privacy, you can contact us by email at privacy@navitas.com or by telephone on +61 8 9314 9628.

Acknowledgement

Upon your review and understanding of the above and submitting your application, you acknowledge and agree to the collection and management of your personal information by Navitas Ltd in accordance with the Navitas Privacy Policy.