

# **Candidate Privacy Policy**

**LONG LEADING SERVICES PTY LTD**

**Updated on 20 March 2024**

## 1. Introduction

LONG LEADING SERVICES PTY LTD (“we”, “our”, or “us”), respects your privacy and is committed to handling your personal information in accordance with the privacy laws that apply to us. This Policy explains your privacy rights and how we manage and protect your information. It also explains how you can contact us if you have any questions or concerns about how we handle your information.

By registering your interest in potential employment or internship with us, or providing us with your information, you agree to your information being collected, held, used and shared as set out in this Policy.

We keep this Policy under regular review and may make changes to it from time to time to reflect changes in the law and/or our privacy practices.

## 2. What personal information we collect and hold

The type of personal information that we collect and hold about you may include some or all of the following:

- Personal and contact details such as your name, date of birth, gender, address, phone number and email address;
- Qualifications and employment details such as employment history, compensation, university education, achievements, professional certifications and membership;
- Government identity documents and identifiers such as your driver’s license, passport and national identity card;
- Suitability assessments such as telephone screening, interview notes, and skills assessments;
- Results of pre-employment screening such as regulatory checks, your right to work status, police check and professional references;
- Financial information such as your tax, superannuation and bank account details;

We may also collect information that’s more sensitive in nature, such as information relating to criminal convictions and offences as part of our pre-employment background check.

## 3. How we collect your information

We collect most of your personal information directly from you when you:

- Enquire about, or apply for, employment or internship with us;
- Enter our recruitment promotion or survey;
- Otherwise interact with our Human Resources Team.

We may also collect information about you from other sources, including:

- Our information and identity service providers which support our recruitment process;
- Your references, including your previous employers;
- Professional licensing and certification bodies;
- Government and law enforcement agencies;
- Publicly available information on the Internet and government agency registers.

## 4. How we use your information

We may use your personal information for the following purposes:

- Process and manage your application;
- Assess your suitability for the position you've applied for;
- Confirm your identity and carry out pre-employment checks;
- Enter into an employment relationship with you;
- Perform market research and improve our processes;
- Contact you about our career opportunities;
- Manage and respond to your queries and any complaints about us;
- Comply with our legal and regulatory obligations.

We'll only use your personal information where we have a valid legal reason to do so. Depending on the specific purpose for which we are using your information, we may rely on one or more of the following legal reasons:

- We have your consent;
- Necessary for us to perform a contract with you or to take specific steps before entering into such contract;
- Necessary for us to comply with applicable legal and regulatory obligations;
- Necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights don't override those interests.

## **5. Who we share your information with**

Your information may be shared internally with the following employees:

- Employees who would have managerial responsibility for you or are acting on their behalf;
- Employees with responsibility for recruitment and employee/intern onboarding processes;
- Employees who have responsibility for reviewing and improving our recruitment processes

We may also share your information, when permitted by law or with your consent, with:

- External advisors such as our lawyers, consultants and auditors;
- Business partners and other organisations who facilitate your employment or internship application and onboarding such as software, system, identity verification and background check service providers;
- Regulatory authorities, government bodies, and any court and law enforcement agencies.

When we share your information with third parties, we do so in accordance with applicable data privacy laws and our internal security standards. We take reasonable steps to ensure they protect your information in a manner similar to the way we do this. We use a variety of legal mechanisms, including contracts, to help insure your rights and protections.

## **6. How we store and transfer your personal information internationally**

Sometimes we need to transfer your personal information outside your country of residence to our related companies, service providers, advisors, as well as other recipients required or authorised by law. By providing your personal information to us or registering your interest in employment or internship opportunities with us, you consent to us transferring and storing your information overseas for the purposes set out in this Privacy Policy.

When we transfer your information to other countries that are not recognised under applicable law as offering an adequate level of data protection, we'll take appropriate steps to ensure your information remains protected. These include putting in place agreements that incorporate

appropriate data protection clauses and conducting transfer risk assessments, where required by applicable law.

## **7. How we protect your information**

We recognise the importance of keeping your personal information safe. We have a range of technical and organisational measures in place to protect your information from misuse, loss, unauthorised access, modification or disclosure, such as:

- Implementing information security policies and providing regular training to our staff on privacy and information security;
- Limiting access to our premises and systems through permission restrictions and passwords;
- Employing electronic security such as firewalls, data encryption and anti-virus software;
- Ensuring our service providers and agents, including those located overseas, to have acceptable security standards, through contractual provisions and third party oversight.

## **8. How long we keep your information**

If your application is successful, we'll keep your personal information in order to manage your employment or internship with us.

If your application is not successful, we'll generally keep any information about you beyond the end of the application process for the purposes of contacting you for future career opportunities and meeting our record-keeping requirements. Please contact us if you don't want us to keep your information on file.

## **9. What rights do you have over your information**

We aim to ensure the information that we hold about you is accurate, up-to-date, complete and relevant. If you want to access your information, or feel that the information we currently hold about you is incorrect or incomplete, you can request us to:

- Provide copies of your information;
- Correct any inaccurate or incomplete information.

Depending on the applicable law in your country/region, you may also have certain other rights over your information. For example, you may have the right to request that we delete your information and restrict how we use your information.

Please note that these rights do not apply in all situations and are subject to exceptions. If we refuse your information request, for example for legal or regulatory reasons, we'll tell you why and provide you with information about how you can complain about the refusal.

## **10. How to contact us**

If you have any questions or concerns about how we handle your information, or would like to exercise one of your information rights, please contact our Data Protection Officer (DPO) at [careers@longleadingservices.com](mailto:careers@longleadingservices.com).