

Aveo Recruitment Privacy Collection Statement

Aveo is committed to protecting your privacy and complying with the Privacy Act 1988 (Cth) and other relevant laws in relation to the management of personal information.

This Recruitment Privacy Collection Statement provides important information about our collection of personal information that you provide as part of your application for employment with us.

When and why do we collect your personal information?

We collect personal information that is reasonably necessary for us to evaluate your application for employment.

We may collect personal information at different times during the application process. For example, from your initial application, at the interview, and when checking references.

If you choose to provide us with sensitive information about your health, you consent to us collecting and disclosing that information to carry out our functions and activities unless you tell us otherwise.

Who do we disclose your personal information to?

We will only disclose your personal information to third parties where we have told you beforehand and you have agreed to the disclosure.

The third parties that we may disclose your personal information include:

- your referees (or the organisations they represent);
- our supplier that conducts criminal and bankruptcy checks;
- our supplier that checks your right to work in Australia;
- our supplier that may conduct pre-employment medical checks; and
- other recruitment agencies or other third parties assisting us with recruitment for the position you are applying for.

We may disclose your personal information overseas if you ask us to contact an overseas referee, or if we request checks of international records.

We may also disclose your personal information in the following circumstances:

- to our service providers (such as our IT service providers);
- if you have consented to the disclosure;
- where disclosure is necessary to prevent injury to life or health; or
- if required or authorised by or under an Australian law or a court/tribunal order.

Our third-party service providers may store personal information overseas when providing services.

How do we collect and hold your personal information?

In most cases, we collect personal information directly from you, including any sensitive information you choose to provide to us, such as information about your health.

We may also collect information about you from third parties, such as your nominated referees, the organisations they represent, or the suppliers who conduct our background checks. Referees may provide us with information about you on a confidential basis. If they do, you are not entitled to access this information, and we will not share it with you without the referee's consent.

We may hold your information physically or in electronic databases and information systems. We take steps to protect your information from interference or unauthorised access or disclosure.

What if you do not provide your personal information?

If you choose not to provide your personal information to us, we may not be able to process your application.

Our Privacy Policy

We will otherwise collect, hold, use and disclose your personal information in accordance with our Privacy Policy (<https://www.aveo.com.au/privacy-policy/>) which sets out how you may access and correct the personal information that we hold about you and how to complain about a suspected breach of your privacy or about how we have handled your personal information.

How to contact us

Email: privacyofficer@aveo.com.au

Post:

Attention: Privacy Officer
Aveo
Level 6/ 50 Longland Street
Newstead, QLD, 4006