

Candidate Privacy Statement



Why do we have a Candidate Privacy Statement?

We are committed to protecting the personal information that we hold and collect for the purposes of processing your job application and managing the recruitment process. The Candidate Privacy Statement applies to all positions including permanent, fixed term, casuals, contingent workers, contractors, interns, and any other long or short-term engagements with TAL.

This Candidate Privacy Statement outlines how our organisation collects, uses, discloses, transfers, and stores personal information, as part of our recruitment process in TAL Services Limited (TAL), an entity within the TAL Group of companies. It also provides details about your privacy rights as an applicant for a role in our organisation.

Should your application be successful and you obtain a role at TAL, we will explain our information handling practices for employees when you join TAL, including your responsibilities regarding privacy and data security with access to all relevant policies, procedures and guidelines that you are expected to follow.

1. What personal data do we collect?

For recruitment and selection purposes

To apply for a position at TAL you will need to provide relevant personal and sensitive information, including your name and contact details for the recruitment process to proceed. You will need to create an online account on our website (www.tal.com.au) via our secure Careers Portal where you can manage all your job applications with us.

When you submit a job application, you will be asked to supply your resumé/CV so that we have your employment background, qualifications, and professional credentials in order to be considered for a position.

The types of information that we collect about you during the hiring process in connection with your application for a position at TAL may include the items listed below:

- Name,
- Email address,
- Postal address,
- Mobile and/or other phone numbers,
- Current and former employer and details of your roles at previous employers,
- Current and previous educational qualifications and where you obtained those qualifications;
- For professionals such as lawyers, accountants, actuaries, doctors etc. we may also check items such as current practicing certificates and membership of relevant professional organisations, plus confirmation of training requirements to maintain those certificates and memberships,
- Indicative salary expectations and previous salary package information,

- As part of our commitment to diversity and inclusion, where permitted or required by law, we may ask you to provide information such as ethnicity, sexual orientation or gender identity,
- Details to verify your citizenship and/or residence and right to work in Australia, such as passport and visa details,
- Details of referees whom we can contact. We may use a third-party provider to conduct references. Our Talent Acquisition team will obtain your consent and request that you inform and confirm consent from referees to provide their name and contact details. We or our partner may email or phone them to ask about your skills, experience, qualifications and any other information that is relevant to the position and relevant to working at TAL, and
- To comply with Federal and State Public Health Orders and Directives regarding COVID-19, we may also need to collect information about your health, the results of COVID-19 tests, your location and travel arrangements etc.

Please note that as an applicant for a position at TAL you will only be asked to provide information that is relevant for us to consider you for a position with us.

For employment purposes

Should you be successful in your application and formally accept a position with us, there is certain information that we will require as an employer to meet our legal obligations, such as financial details to arrange payment of your salary.

The types of information that we collect may include the items listed below:

- Bank account details,
- Tax file number,
- Superannuation fund details,
- Emergency contact details,
- Criminal history check with the Australian Federal Police,
- Other checks as required by the specific role which may include information about companies that you are involved with to ensure that any conflicts of interest are identified and managed, and
- To comply with Federal and State Public Health Orders and Directives regarding COVID-19, we may also need to collect information about your health, the results of COVID-19 tests, your location and travel arrangements etc.

2. Third-party providers and your personal data

Where you agree to transfer your data, you have the option to use your profile information stored on a third-party site to make an application to TAL (e.g. LinkedIn or Seek). For some roles, we may perform additional recruitment checks with third parties to assist us in the recruitment process (e.g. psychometric testing, skills testing and video interviews).

Some roles, particularly senior roles, may require additional checks against regulator banned lists and other fit and proper requirements. Where this applies, we will obtain your consent to complete these checks. We may also collect additional information to complete employee screening background checks to comply with relevant laws and regulations.

Generally, we collect your personal data directly from you with a few exceptions, including:

- Recruitment agencies that you have asked to support you in finding a job,
- TAL personnel who have referred you,
- Background checking companies that verify the accuracy of information that you have provided,
- Referees and previous employers, and
- Publicly available data including social media (i.e. LinkedIn).

3. How do we use your personal data?

We will use your contact information, such as email and telephone number, to keep in touch with you and send you relevant information throughout the course of the recruitment process. We may also contact you about roles outside of the initial role you applied for that we believe may suit your qualifications and experience.

During the application process, we will process your resume/CV information to check your skills, qualifications and experience are suitable for the role that you have applied for.

If we ask you to complete part of the recruitment process with a third-party company, either they or we will retain the outcome of that part of the process for a maximum of five years. We will also retain additional personal data during in-person and/or virtual interviews to assess your suitability for the job.

If you are successful in the interview process, we may carry out background checks and validation of your experience and academic and professional qualifications in accordance with our employee screening program. We may use a third-party organisation to perform these checks.

If you accept an offer for a position at TAL, your personal data will transfer to your employee file. Where a recruitment agency assists us, we may request you to provide your personal data to create your employee file.

If you are not successful in the interview process, we will hold on to your details for up to five years. We may reach out to you and invite you to apply for other positions that we think may be a good fit for you.

You can request that we delete your personal data from our recruitment database at any time by emailing us at careers@tal.com.au. For further information refer to section 8.

We process certain data for the interests of TAL, our related corporate bodies, our business partners and our customers. These interests include improving effectiveness and efficiency in our recruitment processes and detecting, preventing, and investigating illegal activities and potential security issues.

We process personal data to perform our obligations under an agreement we have with you. For example, we use your personal data to make you a job offer or complete a contract of employment with you.

In some cases, we may have a legal obligation to access and use your personal data, such as in response to complaints and disputes, to provide to a law enforcement agency, regulator, court or tribunal, or to exercise, establish, or defend legal claims.

4. Who do we share your personal data with?

We will share your personal data internally within TAL to enable the job application and recruitment process. Your data will only be shared with those people in TAL who need to view it in order to do their job.

We may share your personal data with the following categories of third parties:

- Background-checking organisations that verify employment history, and academic and professional achievements,
- Third-party service providers that support the TAL recruitment process and organisations that assist us in collating and managing information about our employees,
- Recruitment agencies, and
- Law enforcement agencies, regulators, court or tribunal, or to exercise, establish or defend legal claims.

We require third-party organisations that we use to process data on our behalf, to protect your data to the same standard as TAL and only process the data as we have instructed.

TAL does not sell personal data that we collect or process as part of the recruitment process or any related processes.

5. Where do we handle and store your personal data?

TAL is based in Australia and your personal data is primarily handled and stored in Australia. However, we may need to collect, use, secure and disclose your personal information in IT systems and cloud storage solutions that may be located overseas. The list of countries that we currently use to handle and store data is available in our TAL Privacy Policy located at www.tal.com.au/privacy-policy.

6. How long do we retain your personal data for?

TAL retains data relating to recruitment, selection and employment in accordance with our record retention processes and to comply with relevant laws and regulations. Examples of why we may retain this data include contacting candidates for alternative positions, if we need to access the data when responding to disputes and dealing with contractual and employment matters.

If you are unsuccessful for a position, we generally do not retain your data beyond 5 years from the date we notified you of a decision. Where it may be appropriate to consider you for future roles, we may retain your data for longer.

If you are successful for a position, we have obligations relating to the retention of employee records. We will retain your data in accordance with Australian privacy and employment laws, codes and standards.

As a job applicant, you may request that we delete your personal data from our recruitment database at any time by emailing us at careers@tal.com.au. For further information refer to section 8.

7. How do we keep your information safe?

We use technical and organisational measures that provide a level of security appropriate to the risk of processing your personal data. However, the security of information transmitted through the internet can never be guaranteed. When you visit our careers site, we may use cookies, web beacons, tags, and scripts. For example, we collect and measure traffic data for specific sources such as third-party recruitment sites.

More details about the security controls that we use are set out in the TAL Privacy Policy located on our website at www.tal.com.au/privacy-policy.

8. Access, updating and correcting your personal data

Generally, you have the right to:

- Access the personal data we hold about you,
- Have incorrect personal data updated or deleted,
- Know where we collected your personal data, and
- Make a complaint regarding the way in which your information has been collected, handled or disclosed.

As a job applicant, you can manage your personal data by logging into your candidate account from our website at www.tal.com.au/about-us/careers and clicking through to our Careers Portal.

Alternatively, you can request that we delete your personal data from our recruitment database at any time by emailing us at careers@tal.com.au.

We will not deactivate your candidate account, unless you request that we do so. You will still be able to log on to the platform from our Careers Portal and apply for other roles.

How to contact us

If you have any questions about our Candidate Privacy Statement, wish to access information we hold about you or if you would like to lodge a complaint, please contact us using the details below:

 TAL Privacy Officer, PO Box 5380, Sydney NSW 2001

 02 9448 9000

 careers@tal.com.au

Additional information about privacy rights and obligations, including how to lodge a complaint, is available on the Office of the Australian Information Commission website at www.oaic.gov.au.

TAL Candidate Privacy Statement
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