



**community
first bank**

Privacy Policy for Job Applicants

Outline of our Policy

The Policy sets out the following:

- what information we collect and hold
- how we collect and hold information
- why we collect, hold, use and disclose your information
- in what overseas countries we are likely to disclose your information
- how you can access your information
- how you can seek to correct your information
- how to contact us
- how you can make a complaint and how we will deal with it

Why we collect, hold, use and disclose personal information

We collect and use information about you to:

- assess your application for employment with us
- verify information contained in your job application form
- assess, when applicable, whether you are a fit and proper person for employment in and authorised deposit-taking institution dealing with people's money

We do not retain your information if we decide not to employ you and we will destroy your information 3 months after your application. If we decide to employ you, your information will be transferred to our employee records. Employee records are not subjected to the Australian Privacy Principles.

We do not disclose your information except when the law requires for some enforcement or investigative process.

What if you do not wish to provide us with information

If you do not give us the information we require, we will not be able to assess your application.

Information we collect and hold

We collect the following:

- your name and contact details
- your employment history
- references from your former employers
- Police Checks, Bankruptcy Checks and where applicable, Financial Regulatory checks
- information about you from social media

How we collect your information

We collect information about you from:

- you directly
- your previous employers to check your employment history and any reference your former employers have provided
- Police Checks, Bankruptcy Checks and Financial Regulatory checks via a 3rd party provider
- social media

The Banking Act and the Corporations Act authorises us, where relevant, to obtain pre-employment checks. We will obtain relevant background checks for successful candidates only.

You will need to consent to our obtaining relevant pre-employment checks. You do not have to but if you do not, we will not proceed with your application.

How we hold your information

We hold your information in our human resources system for a limited time.

We have security systems to guard against unauthorised access. We also limit access to our employees files on a needs basis.

Providing your information to other entities

We only disclose your information to other entities as required by law. We will usually disclose information to the Australian Federal Police when we are required to carry out police checks.

Disclosure to overseas recipients

We do not currently disclose your information to overseas recipients.

How you can access and/or correct your information

You can request access to your information at any time. If the information we hold is incorrect, you can request us to correct it. You can make a request by contacting us, visiting one of our Stores or by telephone. Contact details can be found on our Website at www.communityfirst.com.au

We do not currently charge any fees for giving you access to your information.

Making a complaint

You may make a complaint to us if you consider that we have not complied with the relevant provisions of the APPs or the Privacy Act.

We will deal with your complaint under our internal dispute resolutions procedure.

We are also part of an external dispute resolution scheme. If you are not satisfied with how we handled your complaint, you can take the matter there. We will tell you at the time how you can contact the external dispute resolution scheme. Contact details are also available on our website

How to contact us if you have any questions or to make a complaint

- calling us on 1300 13 22 77
- emailing us at Talentmanagementteam@communityfirst.com.au
- or in writing to PO Box 98, Lidcombe NSW 1825