



HBF Candidate Privacy Statement

At Health Limited (HBF) we comply with the Privacy Act 1988 (Cth) (**Privacy Act**). We respect the privacy of your personal information (**Information**). We process personal details on a daily basis and we have systems in place to protect your privacy whenever we collect, store, use or disclose your Information.

We collect and use your Information for the purpose of recruitment. This statement applies to all job applications and prospective employees who provide us with their Information.

Collection, use and disclosure

HBF collects Information about you during the recruitment and selection process in order to consider your suitability as a potential employee of HBF. We will not use your Information for any purposes other than those related to recruitment. The information we collect may include, but is not limited to, your name, contact details, your resume, references, work samples, performance information, assessment reports and qualifications. We may collect this information in writing, online, by email, phone or by face to face contact.

Access to your Information within HBF is restricted to our Human Resources department and to the recruitment selection panel. We may disclose your Information to our recruitment agencies when we use their services for a position for which you have applied or to our service providers where the position you have applied for is either overseen or administered by that service provider. We will not disclose your Information to anyone based overseas.

If you do not provide the Information requested by HBF we may not be able to consider you as a potential candidate for recruitment.

Access and correction

We will allow you to access and correct Information we hold about you as required by law.

If you feel that we may have Information about you that is not correct or your details have changed, you can sign into the candidate webpage “your profile” and update your information at any time, or if you have any queries about how HBF handles your Information or would like to request access to that Information please contact us:

- By mail - HBF Privacy Officer, GPO Box C101, Perth WA 6809; or
- By telephone – 1300883530.

Document storage, security and retention policies and practices

We regard the security and integrity of your Information as a priority, and will at all times seek to ensure that Information collected and held by us is protected from misuse, loss, unauthorised access, modification or disclosure.

If you are successful in your application your recruitment notes and candidate information (**Notes**) will form part of your employment records. If you are unsuccessful in your application you may request that we destroy your Notes. If you do not make this request we will retain your Notes in order to consider you as a candidate for upcoming roles suiting your qualifications and experience.

Privacy Complaints

If you wish to complain about any breach or potential breach of this statement or the Privacy Act you should contact us on the details noted above.

Your complaint will be considered and responded to within 7 days. It is our intention to use our



best endeavours to resolve any complaint to your satisfaction, however, if you are unhappy with our response, you are entitled to contact the Office of the Australian Information Commissioner who may investigate your complaint further.

The HBF Privacy Policy contains further information about how HBF generally handles candidates Information including:

- how you can access and correct personal information we hold about you; and
- how you can submit a privacy complaint to HBF and how HBF will deal with your complaint.