

## Recruitment privacy statement

genU is committed to ensuring the privacy of your personal information.

This privacy statement explains how we manage your personal information for the purposes of processing and considering your application for employment. genU [Privacy Policy](#) is available on the genU website.

Personal Information means, information which identifies you as an individual, or information from which you can be reasonably identified.

genU uses Scout Talent as its on-line recruitment service, and or recruitment agencies, and the personal information entered will be stored and retained in the Scout Talent platform during the recruitment process. The personal information of successful applicants is then transferred into genU's internal People and Culture systems.

### Types of information we collect

Your personal information is collected from you directly when you apply for a genU position via the application form, CV and covering letter. This may include, but not be limited to:

- Your name
- Email address
- Phone number
- Contact details
- Right to work
- Employment history
- Education qualifications
- Additional demographic data
- Other information disclosed by you

If your application progresses, further information may be requested through the interview and onboarding process.

### Your agreement to provide accurate information

You agree to provide your personal information, which is in all respects true, accurate and up to date and is not, in any respect, misleading, deceptive or inaccurate or likely to be misleading or deceptive.

## **How this information is used**

The genU Recruitment team will use the personal information provided in the application during the course of the recruitment and selection to assess and progress the application. We may distribute this information internally to the relevant hiring managers and recruitment panel members who are involved in the particular recruitment activity. You acknowledge and agree that we may collect, store, use or disclose such personal information for the purposes for which the personal information was received or collected or as otherwise permitted under applicable laws.

genU may also use your personal information to communicate with you about your application or provide you with direct correspondence regarding employment opportunities.

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

If successful, we may disclose your personal and sensitive information to police organisations, your referees and other persons you nominate or mention in your application. We may also disclose your name and relevant details about you in order to verify your identity and the personal information you provided.

In some cases, genU may disclose your information to our related bodies corporate, recruitment agencies and other third parties. These parties may be involved in organising and running our employment initiatives, the recruitment/engagement process and/or assisting us with the purposes for which we may use your information

We will not disclose your personal information to a third party without your consent, except as provided by our [Privacy Policy](#) or otherwise required by law.

## **How this information is stored and for how long**

Once the recruitment and selection process is complete your information will be held and stored in a secure location.

If you are the successful applicant, your information will be retained on your file.

If you are an unsuccessful applicant, your information may be retained for future applications up to a period of one year.

## **Updating or correcting your personal information**

We take all reasonable steps to ensure that your personal information is accurate, complete and up to date. If at any time your details change, please contact us and we make all reasonable efforts to correct your information.

## **Contact us**

If you would like further information or have concerns about how we handle your personal information during the recruitment process, please contact a member of our Recruitment team [recruitment@genu.org.au](mailto:recruitment@genu.org.au) or 03 5249 8900

## **More information**

For more general queries on your privacy, please refer to genU [Privacy Policy](#) available on the genU website. If you have any complaints or concerns about this Privacy Statement, or our handling of your Personal Information, you can contact the genU Privacy Officer at [privacy@genu.org.au](mailto:privacy@genu.org.au).

The Office of the Australian Information Commissioner also has published resources in relation to privacy for individuals and can access at [www.oaic.gov.au](http://www.oaic.gov.au)