

# Recruitment Privacy Statement

## Privacy Statement

Safeguarding the privacy of your personal information is a paramount concern for Guardian Childcare & Education. This statement outlines how we handle your personal information, adhering to the Australian Privacy Principles as outlined in the Privacy Act 1988 (Cth) ("Privacy Act"). Please review this statement carefully. By submitting your information through the Guardian Childcare & Education Careers portal, you indicate your acknowledgement and acceptance of its terms.

We may periodically revise this statement and our information management practices, with updates reflected in this document.

## Collection and Storage of Personal Information

Our primary purpose in collecting and retaining your personal information is to facilitate the assessment of your initial job application and to consider you for future employment opportunities within Guardian Childcare & Education. The personal information we may gather includes your name, contact details (phone number, email address), employment history, working rights, and current employment status.

Please note that without your personal information, we may not be able to fully evaluate your application for potential employment opportunities.

According to the Privacy Act, "sensitive information" encompasses details like racial or ethnic origin, religious beliefs, criminal records, and health information.

We may collect and store sensitive information that you voluntarily provide in the general application form (such as medical conditions or workers' compensation claims), as well as any information obtained from a criminal record check. Prior to conducting any criminal record checks, we will seek your explicit consent.

All personal information, including sensitive data, that we collect is securely stored within electronic databases. Our third-party partner, "JobAdder," manages Guardian Childcare & Education's online recruitment platform. Any personal information submitted via the online application process may be stored on the "JobAdder" database. Our partnership with Jobadder is governed by stringent privacy obligations, ensuring secure access, storage, and management of your personal information. Access to the Jobadder database within Guardian Childcare & Education is restricted to the Talent Acquisition team exclusively.

## Personal Information Collection

Your personal information is collected when you express interest in a vacant position at Guardian Childcare & Education or when you subscribe to receive notifications about future job openings. Additionally, we may gather personal information about you from external sources such as LinkedIn, recruitment agencies, or individuals who have recommended you for a position at Guardian Childcare & Education.

## Utilization of Personal Information

We employ your personal information in various aspects of our recruitment process, including:

- Assessing your suitability for the applied position and prospective future roles.
- Establishing a talent pool of potential candidates for upcoming positions, based on profile compatibility.
- Considering your application for future employment opportunities.
- Conducting preliminary employment verifications.
- Facilitating survey initiatives.
- We may also provide you with marketing correspondence.

For any inquiries or concerns about the management of your personal information, please contact our Talent Team at [careers@guardianchildcare.edu.au](mailto:careers@guardianchildcare.edu.au).