



Recruitment Privacy Statement

Pensar is committed to ensuring the privacy of your personal information. The following statement explains how we manage your personal information for the purposes of processing and considering your application for employment.

Types of information we collect

We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:

- ✓ information from your resume or application form – including your name, address, contact details (such as phone numbers and email addresses), skills and other employment history details
- ✓ academic transcripts or qualifications
- ✓ referee details as provided
- ✓ information collected during the interview process
- ✓ other miscellaneous information that is disclosed by you
- ✓ criminal records and medical history

We usually collect this information directly from you, through our Applicant Tracking System (LiveHire), from referees, or indirectly through recruitment agencies.

How this information is used

The personal information you provide to us for the purposes of your job application will be used by our Recruitment team during the course of the recruitment and selection process.

We may distribute this information internally to the relevant hiring managers and recruitment panel members who are involved in the particular recruitment activity.

We may disclose your personal and sensitive information to police organisations, your referees and other persons you nominate or mention in your application.

We will not disclose your personal information to a third party without your consent, except as provided by this statement 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 on our ATS.

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

If you are an unsuccessful applicant your information will remain on our ATS unless you request this to be deleted and your information will be retained for the purpose of talent pooling or contacting you in regards any future roles.

Updating or correcting your personal information

We take all reasonable steps to ensure that your personal information is accurate, complete and up to date. To assist us, please contact our Recruitment team if any of the details you provided have changed.

If you believe that information we hold about you is incorrect, or if you have concerns about how we are handling your personal information, then please contact us and we make all reasonable efforts to correct your information.

Contact us

Contact us If you have any questions about your privacy, or if you would like a printed copy of this Recruitment Privacy Collection Statement or our Privacy Policy, please email us at careers@pensar.com.au

If you wish to have your details removed from our system you can log in to your online application account or contact LiveHire at support@livehire.com