

Pensar Construction Group Pty Ltd (**Pensar, we or our**) is committed to protecting the privacy of individuals and their personal information and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**). The following statement explains how we manage your personal information for the purposes of processing and considering your application for employment.

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information you provide to Pensar:

You understand that:

1. Pensar is the party who is collecting your personal information and can be contacted at [policyfeedback@pensar.com.au](mailto:policyfeedback@pensar.com.au) or alternatively you can write to us at PO Box 3950, South Brisbane BC QLD 4101.
2. We collect personal information provided by you when you apply for a job with us. The types of information we may collect include:
  - (a) 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;
  - (b) academic transcripts or qualifications;
  - (c) referee details as provided;
  - (d) information collected during the interview process;
  - (e) other miscellaneous information that is disclosed by you; and
  - (f) 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.

3. Pensar is collecting your personal information for the purpose of your employment or engagement with Pensar, including but not limited to:
  - (a) our Recruit Team processing your application for employment or engagement;
  - (b) distributing internally to the relevant hiring managers and recruitment panel members who are involved in the particular recruitment activity;
  - (c) processing of your pay (including taxation payments), superannuation payments, leave entitlements, and other functions and activities associated with your employment or engagement with Pensar, including but not limited to any social club activities and employee benefits program;
  - (d) administering onsite medical treatment, if required;
  - (e) contacting your next of kin in the case of emergency;
  - (f) communicating with you in relation to your employment or engagement with Pensar; and
  - (g) any other activities which are reasonably necessary in relation to your employment or engagement with Pensar,

and you acknowledge and agree to your personal information being collected and used for, and in connection with, these purposes and any other purpose described in our Privacy Policy.

4. Once the recruitment and selection process is complete your information will be held and stored in a secure location on our Applicant Tracking System.
5. If you are the successful applicant your information will be retained on your file.
6. If you are an unsuccessful applicant your information will remain on our Applicant Tracking System for a period of three years, after which it will be deleted. This information will be deleted after three years unless you request your information be retained for the purpose of talent pooling or contacting you in regard to any future roles.
7. In some instances we may collect personal information from you which is unsolicited. To the extent reasonable, we will delete or de-identify any unsolicited personal information. However, due to the nature of our IT system, if you use Pensar's IT system to send or receive personal emails we will be unable to remove any personal information which is backed up and stored on our servers. You acknowledge and you agree to your personal information being collected and stored by Pensar.
8. If we do not collect this personal information in connection with the purposes in paragraph 3, then:
  - (a) depending on the omitted information, we may be unable to perform activities in connection with your employment or engagement, such as processing your pay or invoice, superannuation or leave entitlements (as applicable); and
  - (b) you may be unable to commence your employment or engagement with Pensar.
9. Your personal information may be disclosed to the following classes of people and organisations in connection with the purposes in paragraph 3:
  - (a) Pensar, its personnel and related entities;
  - (b) your financial institution and our financial institution;
  - (c) third parties, such as third party referees, recruitment agencies, insurance companies, employee benefit service providers, relevant Worker's Compensation organisation (e.g. WorkCover, Alliance, etc);
  - (d) government agencies, including but not limited to The Australian Taxation Office, Centrelink, Child Support Agency and other government departments;
  - (e) third party parties in connection with obtaining any background checks, pre-employment screening;
  - (f) our contractors, agents or third-party providers of Pensar who may be involved in the services provided by Pensar; and
  - (g) any other organisation set out in our Privacy Policy.
10. We may disclose your personal and sensitive information to police organisations, your referees and other persons you nominate or mention in your application.
11. 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.
12. It is possible that some of the information collected for the purpose of your employment or engagement by Pensar may be disclosed to Pensar's related body corporate or service providers outside of Australia. You **consent** to your information being disclosed to destinations outside

Australia for this purpose, and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information.

13. Pensar's Privacy Policy sets out the process as to how you can access and correct any of your personal information collected under this form as well as to how you can make a complaint if Pensar has breached the Privacy Act in the handling of your personal information. Our Privacy Policy is available at <https://pensar.com.au/privacy-policy/> or can be otherwise provided by requesting a copy from Pensar.

14. If you wish to have your details removed from our system you contact us at [policyfeedback@pensar.com.au](mailto:policyfeedback@pensar.com.au)

By submitting your careers application, you acknowledge you have read and agree to this Recruitment Privacy Collection Statement and Pensar's Privacy Policy.

**Please note:** This Recruitment Privacy Collection Statement and Pensar's Privacy Policy are not a term of your employment contract and is not contractually binding on Pensar. It is a statutory prescribed document under the *Privacy Act 1988* (Cth) and will apply in connection with your employment or engagement with Pensar.