

# Privacy Policy and Privacy Collection Statement

## Job Candidates

Telstra Super Pty Ltd and Telstra Super Financial Planning Pty Ltd (together, **TelstraSuper**) must comply with the Privacy Act 1988 (Cth) in relation to the handling of your personal information.

TelstraSuper is committed to protecting the privacy of your personal information.

This document sets out our Privacy Policy and Privacy Collection Statement. It tells you how and why we collect your personal information, how we may use and disclose your personal information, how we keep it secure, how you can access or correct your personal information and how to make a complaint relating to your privacy. In this document TelstraSuper is referred to as “we”, “our” and “us”.

### What is personal information?

Any information or an opinion that identifies you or enables you to be reasonably identified is considered personal information. Personal information includes your name, address, email address, phone number and date of birth. Personal information also includes sensitive information. Sensitive information includes information about your health, disabilities or criminal record.

### Collecting your personal information

When you make an application for employment with TelstraSuper we collect personal information from you, including:

- your name
- your residential address
- your postal address (if applicable)
- your email address and telephone numbers
- your employment history.

This information is collected directly from you or from the recruitment agency we have engaged to find a suitable candidate. Your personal information may also be collected from you during the interview process and from your referees.

For safety and security reasons, we may also collect your personal information when you attend our offices, by capturing your image on security cameras.

Your personal information is collected to enable us to process and assess your application for employment. If you do not provide your personal information to us, we may not be able to properly process or evaluate your application and this may result in your application being rejected.

If you are offered the position, additional personal information will be collected when identity and pre-employment screening checks on you are undertaken on behalf of TelstraSuper by a third party service provider. The additional personal information is collected to enable us to evaluate your suitability for the position. Sensitive information is only collected with your consent.

## Using your personal information

Your personal information is used to process and assess your application for employment, evaluate your suitability for the position and for related purposes, and for the safety and security of persons attending our offices. Your personal information will not be used for any other purpose without your consent.

## Disclosing your personal information

Your personal information is disclosed to:

- our authorised employees so they can process and assess your application; and
- third party service providers we have engaged to assist us to administer and manage the employment process, including undertaking pre-employment screening checks, psychometric testing and training assessments.

Your personal information may also be disclosed:

- to our professional advisers including legal and taxation advisers and insurers;
- where required or authorised under an Australian law, to law enforcement bodies, including contact tracing teams; and
- where required by a court/tribunal order.

We take all reasonable steps to ensure that third parties are bound by confidentiality and privacy obligations in relation to the protection and security of your personal information.

We only disclose your personal information for the purposes for which we collected the information or a related purpose. Your personal information will not be disclosed to any other persons without your consent.

## Overseas disclosure of your personal information

To process and evaluate your application for employment, your personal information may be disclosed overseas. This is because some third party service providers we have engaged, to assist us to administer and manage the employment process, are located overseas.

Where information is transferred, stored or disclosed overseas, we will ensure that our contractual arrangements contain provisions requiring the third party service provider to have appropriate data handling and security systems in place to prevent misuse, loss or unauthorised disclosure in accordance with Australian privacy law.

## Storing and security of your personal information

Your personal information is stored by us in hard copy and electronic format. We have security measures in place and take all reasonable steps to ensure that your personal information in both electronic and hard copy format is stored in a secure environment and protected from misuse, interference, loss, unauthorised access, modification and disclosure.

Our information technology systems utilise up-to-date security software and hardware and virus protection. Your personal information is protected from unauthorised access by the use of secure passwords, usernames and security procedures.

Only authorised employees have access to your personal information and are required to respect the privacy of all personal information in their possession.

Where we are not required or authorised by law to retain your personal information, it will be destroyed or de-identified when it is no longer required for any purpose for which we may lawfully use or disclose it.

## Accessing your personal information

### If you are an unsuccessful candidate

Your personal information will be retained for a period of three (3) months from the date of the initial interview. Within this period you can seek feedback from us to assist you with future job applications, request access to the notes relating to your suitability against the job selection criteria and may be able to seek access to referee reports.

Your personal information will be destroyed or de-identified after three (3) months of the date of the initial interview.

### If you are the successful candidate

If you are the successful candidate and become an employee of TelstraSuper, the personal information collected during the application process will become part of your employee record. The Privacy Act does not apply to an employer's handling of employee records for a purpose directly related to the employment relationship between the employer and the employee. This means that you will not be able to access any personal information in your employee record that is directly related to your employment with TelstraSuper.

If you become a TelstraSuper employee, you will be provided with a copy of the TelstraSuper Employees Privacy Policy and Privacy Collection Statement which outlines how TelstraSuper handles the personal information of employees.

## Correcting your personal information

It is important that your personal information is complete, up-to-date and accurate. If you believe that any of the personal information we hold about you is incorrect, out of date or incomplete you can request that your personal information be corrected.

To request a correction to your personal information please contact People & Culture. We will take all reasonable steps to ensure that your personal information is corrected.

## Making a complaint

If you wish to make a complaint about the handling of your personal information, please contact the Complaints Officer.

Complaints Officer  
Telstra Super Pty Ltd  
PO Box 14309  
Melbourne VIC 8001  
Telephone: **1300 033 166**

Please provide the Complaints Officer with the details of your complaint so it can be investigated. If your complaint is not resolved to your satisfaction within 30 days, you may refer the matter to the Office of the Australian Information Commissioner (**OAIC**). Further information about making a complaint to the OAIC is available from [www.oaic.gov.au/privacy/privacy-complaints](http://www.oaic.gov.au/privacy/privacy-complaints).

## Contacting us

If you have any questions about this Privacy Policy and Privacy Collection Statement, would like further information about our privacy practices or want to access or correct your personal information, please contact the Privacy Officer.

Privacy Officer  
Telstra Super Pty Ltd  
PO Box 14309  
Melbourne VIC 8001  
Email: [privacy@telstrasuper.com.au](mailto:privacy@telstrasuper.com.au)

## Changes to this Privacy Policy and Privacy Collection Statement

We reserve the right to amend this Privacy Policy and Privacy Collection Statement from time to time.

This Privacy Policy and Privacy Collection Statement is current as at [1 October 2021 following approval by P&C]

3477-5575-9381, v. 3