

Perth Airport Candidate privacy collection statement

All job candidates are asked to read and agree to the following privacy collection statement which outlines how we collect, use, share and protect your personal information during our recruitment process.

What personal information do we collect?

Perth Airport Pty Ltd (Perth Airport, 'we' or 'us') is collecting your personal information to consider you for a job at Perth Airport. The types of information we may collect about you are, for example, your contact details (such as your name, telephone number and email address) and recruitment information (such as your CV).

We may also collect sensitive personal information about you, but only where this is strictly necessary to assess your suitability for the role you have applied for. For example, we may collect:

- Records of criminal convictions to perform security background checks if you are successful with your application.
- Information about your age, gender or whether you identify as Aboriginal or Torres Strait Islander to evaluate our targets for diversity and inclusion where you provide this information voluntarily and provide consent for us to process this information.

Why do we collect personal information?

Your personal information you provide to us will be used only for the purpose of assessing your suitability for employment and recruitment purposes. This may include reviewing your skills and interests against current and future job opportunities, contacting you about recruitment procedures, conducting pre-employment vetting and verification, conducting interviews and sending you information on future job opportunities. If we are unable to collect your personal information relevant to your application, we will not be able to assess your application.

How do we collect personal information?

In most cases, we collect personal information directly from you. We may also collect personal information about you from third parties such as referees, recruitment agencies, online recruitment and talent marketplace platforms or service providers that conduct pre-employment screening and assessment during the recruitment process.

Who do we provide your personal information to?

Your personal information (including sensitive information) will be accessible to employees of Perth Airport who are involved in the recruitment process and may be shared with third parties as part of the recruitment process, including:

- Your referees (or the organisations they represent).
- Third party service providers who supply services to Perth Airport to manage your online application or conduct criminal checks, assessments, reference checking, psychometric testing or other pre-employment screening processes.
- Recruitment agencies or other third parties acting on our behalf during the recruitment process.

These third parties may collect, hold, use and disclose personal information in the provision of recruitment services to Perth Airport but are also bound by confidentiality and privacy obligations.

You or Perth Airport will also disclose your personal information to the online recruitment and talent marketplace platform 'LiveHire' as made available through www.livehire.com and any associated URL ('LiveHire'). LiveHire will use your personal information to connect you with Perth Airport for current and future job opportunities and talent pooling purposes.

If you complete a full profile yourself, LiveHire will also use your personal information to connect you with other companies you choose to connect with for the same purpose.

LiveHire's privacy policy is available here. <https://www.livehire.com/terms-of-service/au/>

Do we disclose your personal information outside Australia?

No

How long do we store personal information about you?

If you accept an offer of employment by us, your information will become part of your employee records. If you are unsuccessful, we may continue to retain and use your information for the purposes of talent pooling, contacting you in relation to future roles, or to perform market research.

Please note that you are responsible for ensuring that the information you submit is accurate and up to date. If there has been no activity on your candidate information for a period, we may remind you to update your profile.

You may at any time ask us to access or correct your personal information by emailing talent@perthairport.com.au and we will do this within 30 days.

We will remove or de-identify your personal information from our internal database and systems on request or 12 months after you apply for a role for which you are unsuccessful. This does not extend to personal information stored within the LiveHire platform however we will cease to have access to this information after you disconnect your profile from Perth Airport via the LiveHire platform.

How can you report a breach of your privacy?

If you believe your privacy has been compromised, please email talent@perthairport.com.au and a member of our team will get in touch within 10 business days. If you believe that we have not dealt with your concerns you may lodge a complaint with the Office of the Australian Information Commissioner.

Contact us

If you have any questions about your privacy, or if you would like a printed copy of this candidate privacy collection statement or our privacy policy please email us at talent@perthairport.com.au

Acknowledgement and consent

By joining the Perth Airport Talent Community, you understand and accept this privacy collection statement and consent to the collection, use and disclosure of your personal information as set out above.