

Privacy Policy for Job Applicants

Outline of our Policy

The Policy sets out the following:

- l what information we collect and hold
- l how we collect and hold information
- l why we collect, hold, use and disclose your information
- l in what overseas countries we are likely to disclose your information
- l how you can access your information
- l how you can seek to correct your information
- l how you can make a complaint and how we will deal with it

Information we collect and hold

We collect the following:

- l your name and contact details
- l your employment history
- l references from your former employers
- l Police Checks, Bankruptcy Checks and where applicable, Financial Regulatory checks
- l information about you from social media

How we collect your information

We collect information about you from:

- l you directly
- l your previous employers to check your employment history and any reference your former employers have provided
- l Police Checks , Bankruptcy Checks and Financial Regulatory checks via a 3rd party provider
- l social media

The Banking Act and the Corporations Act authorises us, where relevant, to obtain pre employment checks. We will obtain pre employment checks for successful candidates only.

You will need to consent to our obtaining of pre employment checks. You do not have to but if you do not, we will not proceed with your application.



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nbcu
Northern Beaches Credit Union
NBCU is a division of Community First Credit Union

How we hold your information

We hold your information in our human resources system for a limited time. We have security systems to guard against unauthorised access. We also limit access to our employees on a needs basis.

Why we collect, hold, use and disclose personal information

We collect and use information about you to:

- access your application for employment with us
- verify information contained in your job application form
- access, when applicable, whether you are a fit and proper person for employment in and authorised deposit-taking institution dealing with people's money

We do not retain your information if we decide not to employ you and we will destroy your information 3 months after your application. If we decide to employ you, your information will be transferred to our employee records. Employee records are not subjected to the Australian Privacy Principles.

We do not disclose your information except when the law requires for some enforcement or investigative process.

Disclosure to overseas recipients

We do not currently disclose your information to overseas recipients

How you can access and/or correct your information

You can request access to your information at any time. If the information we hold is incorrect, you can request us to correct it. You can make a request by contacting us, visiting one of our Stores or by telephone.

We do not currently charge any fees for giving you access to your information.

Making a complaint

You may make a complaint to us if you consider that we have not complied with the relevant provisions of the APPs or the Privacy Act.

You can make a privacy complaint by:

- calling us on 1300 13 22 77
- emailing us at Talentmanagementteam@communityfirst.com.au
- or in writing to PO Box 98, Lidcombe NSW 1825

We will deal with your complaint under our internal dispute resolutions procedure.