

Privacy Collection Statement – Careers applicants

We are committed to protecting the privacy of individuals and their personal information (as defined in the *Privacy Act 1988* (Cth) (**Australian Privacy Act**)).

This collection statement applies to our businesses which operate under the brands UniLodge and Essence Communities. Each of the businesses maintains its own privacy policy accessible on its website.

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

1. When you apply to a role, the business named in the job listing or position description to which you apply, is the business collecting your personal information.
2. You can contact the business by email or post at:

Business	UniLodge	Essence Communities
Website	unilodge.com.au	EssenceCommunities.com.au
Email address	info@unilodge.com.au	info@essencecommunities.com.au
Postal address	GPO Box 2481 Brisbane, Qld, 4001 Australia	GPO Box 2481 Brisbane, Qld, 4001 Australia

3. Wherever possible, we will collect your personal information directly from you. In certain circumstances, we may be required to collect personal information from third parties such as, your financial institution, superannuation fund, referees, medical service providers or emergency services, our contractors, agents, partners, resellers, suppliers or other companies who may be involved in the services provided by us.
4. We collect your personal information for purposes related with your employment or engagement with us, including but not limited to:
 - (a) processing and communicating with you about your application for employment or engagement;
 - (b) if you are offered and accept an engagement with us, processing your pay (including taxation payments), superannuation/KiwiSaver payments, leave entitlements, and other functions and activities associated with your employment or engagement with us, including but not limited to any social club activities and employee benefits program;
 - (c) administering onsite medical treatment, if required;
 - (d) contacting your next of kin in the case of emergency;
 - (e) communicating with you in relation to your employment or engagement with us; and
 - (f) any other activities which are reasonably necessary in relation to your employment or engagement,

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.

5. 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 our 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 us as described above.
6. If we do not collect this personal information in connection with the purposes in paragraph 4, 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 application, pay or invoice, superannuation or leave entitlements (as applicable); and
 - (b) you may be unable to commence your employment or engagement with us.
7. We may disclose your personal information to the following classes of people and organisations for the purposes in paragraph 4:
 - (a) us, our personnel, related entities and affiliates, including for the purposes of considering you for similarly suitable job opportunities;
 - (b) your financial institution and our financial institution;

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- (c) third parties, such as referees, recruitment agencies, insurance companies, employee benefit service providers, relevant Worker's Compensation organisation (e.g. WorkCover, Alliance, ACC etc);
 - (d) government agencies, including but not limited to the Australian Taxation Office, Centrelink, the Department of Human Services and other government departments;
 - (e) third party parties in connection with obtaining any background checks and pre-employment screening;
 - (f) our contractors, agents or third party providers who may be involved in the goods and services provided by us; and
 - (g) any other organisation set out in our Privacy Policy.
8. It is possible that some of the information collected for the purpose of your employment or engagement by us may be disclosed to our affiliates or service providers outside of Australia. You **consent** to your information being disclosed to a destination outside Australia (whichever applies) for this purpose, and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information outside the relevant jurisdiction.
9. The business's Privacy Policy sets out the process as to how you can access and correct any of your personal information collected for the purposes outlined in paragraph 4, as well as to how you can make a complaint if you are concerned we may have breached the Australian Privacy Act in the handling of your personal information. You can obtain or request a copy from the business at the contact details in item 2 above.

By continuing with your careers application, you indicate that you have read this collection statement and acknowledge that your personal information will be collected, used and disclosed in accordance with this collection statement and as otherwise detailed in our Privacy Policy; and to the extent it is necessary, that you give your **voluntary express consent** to us collecting, using, storing, disclosing and disposing of your personal information in this manner.

Note: This statement is not a term of your employment contract and is not contractually binding on us. It is a statutory document prescribed under the Australian Privacy Act, and will apply in connection with your employment or engagement with us.