



SUSF Job Applicant Policy

1. Introduction

Sydney University Sport (A.B.N. 96 121 520 371) trading as Sydney Uni Sport & Fitness (**SUSF**) is a sport and fitness organisation comprising of sport and recreation clubs, top-level sporting and fitness facilities, sport and recreation programs and the offering of scholarships as part of the SUSF Elite Athlete Program.

SUSF and its related entities (We or Us) consider the privacy and protection of your Personal Information as important, and are committed to handling your Personal Information in accordance with the Privacy Act 1988 (Cth) and other applicable laws which set out clear standards for the collection, access, storage, use and disclosure of your Personal Information.

This Job Applicant Privacy Policy ("Policy") explains how SUSF handles the Personal Information you provide to us in application of, or collected by us in relation to, your application for a job vacancy, employment position or Honorary position with, or managed by Us.

This Policy sets out what Personal Information We collect, the way in which We collect, use, disclose and secure your Personal Information. By submitting an application for a position or otherwise providing Personal Information to us to consider you for a job vacancy or potential employment or engagement, you consent to the Personal Information being collected, used, held and disclosed as set out in this Policy.

This Policy does not apply to any of the Personal Information that becomes part of your employee records to the extent that it is held by Us as your employer in relation to your employment. We will deal with your employee records as permitted by law. Your use of any other SUSF facilities and services is governed by the SUSF Privacy Policy which is located on the SUSF website.

By submitting any Personal Information to Us (whether to a club, facility, via our website or otherwise), you are accepting and consenting to the practices described in this Policy. If you do not wish to provide Personal Information to SUSF, or the information We have requested, We may not be able to consider you for the position in which you have applied.

We may amend or update this Policy at any time.

2. Collection, Use and Disclosure of Personal Information

a. What Personal Information is collected and held?

SUSF collects the Personal Information that is necessary for Us to manage our recruitment and placement processes. The information SUSF collects and holds could include but is not limited to:

- Name;
- Contact Details (i.e. residential address, email address, phone number)
- Education;
- Employment history;
- Resume;
- Cover Letter;
- References (and names and contact information);
- How you heard about the position;
- Interview Notes;
- Working with Children (WWC) details; and

- Results of any police or background checks.

b. What Personal Information is collected and held?

We may collect Personal Information from you when you:

- Communicate with Us directly, including in person or via email, telephone our website or online portals;
- Email us a resume or cover letter for a job or position application;
- Apply for a job vacancy or position through a third party recruitment agency (i.e. Seek, Sportspeople); and
- Provide interviewers with Personal Information during the recruitment process.

We may also collect Personal Information from third parties when:

- Conducting reference, police and background checks; or
- Collecting Personal Information from third parties you have authorised to deal with us on your behalf (i.e. LinkedIn).

Regardless of how it is collected, We will use, hold and disclose your Personal Information in accordance with this Policy.

c. What are the purposes for Us collecting and using your Personal Information?

We collect your Personal Information to consider your application for employment or engagement with Us, and to manage the recruitment process. We may use your Personal Information for the following purposes:

- To assess the skills, qualifications and interests against our career opportunities and the vacancy you have applied for;
- To verify your information and conduct reference checks;
- To conduct police and background checks if you are offered the position; and
- To communicate with you and inform of SUSF opportunities.

If you are unsuccessful in obtaining the position, we will retain your application and Personal information for up to 6 months in order to contact you if a suitable position becomes available with Us.

d. Who will we disclose your Personal Information to?

We may disclose your Personal Information to your referees, and third party service providers as may be necessary to progress your application; conduct background and police checks; and manage the recruitment process.

3. Storage and Security

We take reasonable steps to ensure that your Personal Information is held securely. We have implemented appropriate physical, electronic and managerial security procedures in order to protect Personal Information from unauthorised access, loss, misuse, alteration or destruction.

We store your Personal Information in hardcopy or electronic form, and we protect your Personal Information through physical security (including locks and security systems at our office premises) and computer and network security (including use of firewalls, identification codes, access controls and

passwords). We also store some Personal Information with third-party data storage providers, who also employ a range of security measures to protect such information.

4. Are We likely to disclose your Personal Information to overseas recipients?

No, We are not likely to disclose any of your Personal Information to overseas recipients.

5. How can you access your Personal Information and correct it?

We take reasonable steps to ensure your Personal Information is accurate, complete and up-to-date. However, We also rely on you to advise Us of any material changes to your Personal Information.

You can request to access your Personal Information that We have on record about you, or request that we update or correct that Personal Information, by writing or emailing Us:

SUSF Commercial & Regulatory Department
Privacy Policy Officer
privacy@sport.usyd.edu.au
University Sports & Aquatic Centre
Building G09
University of Sydney
NSW 2006

We will need to verify your identity before giving you access or correcting Personal Information.

We will endeavour to respond to your request to access or update Personal Information as quickly as possible.

We will provide you access to Personal Information in the manner that you request, if that is reasonable and practicable for us to do so. If We are not able to provide that information in the way that you request, We will write to you and explain the reasons for this, and We will take reasonable steps to give you access to your Personal Information in an alternative manner that meets your needs and ours. We will also inform you of what you can do if you are not satisfied with our response.

We will not charge you an application charge for simply requesting access to your Personal Information. However, depending on the complexity of your request, We may charge you a fee for processing the request including costs of postage, and staff costs in searching, locating and retrieving the requested information. We will ensure that these costs are not excessive.

In certain instances, We may refuse to give you access to your Personal Information. In these circumstances, We will write to you to explain why We have refused access, and inform you of what you can do if you are not satisfied with our response.

Where you request for us to correct Personal Information We hold that you believe is inaccurate, incomplete, out-of-date, or misleading, We will endeavour to respond to your request as quickly as possible. You will not be charged for making that request, or for any work we conduct in correcting the information. We will take reasonable steps to correct that information once We are satisfied that that information is inaccurate, incomplete, out-of-date or misleading. If We refuse your request, We will write to you and explain why We have refused, and also tell you what you can do if you are not satisfied with our response.

6. How can you make a complaint against us for a breach of your privacy, and how will your complaint will be handled?

You are entitled to complain if you believe that your privacy has been compromised or if We have breached the relevant legislation.

If you have a complaint, you should write to:

Privacy Complaints

SUSF Commercial & Regulatory Department

University Sports & Aquatic Centre

Building GO9

The University of Sydney

NSW 2006

We will endeavour to respond to you in writing as quickly as possible, informing you of our decision in relation to your complaint.

If you believe that your complaint has not been satisfactorily resolved, then you can access an external dispute resolution service or contact the Office of the Australian Information Commissioner (OAIC).