



Everllence Australia Pty Ltd

## DATA PROTECTION NOTICE FOR JOB APPLICANTS

### 1. General Information

#### a) Information on Data Protection

The protection of your personal rights when processing your personal data is an important concern for Everllence Australia.

We process personal data acquired in the course of visits to our career website in accordance with the statutory regulations of the country in which the Data Controller is domiciled. In addition, all companies of the Everllence Group have committed to the comprehensive and uniform protection of personal data in a binding Everllence Group Policy. This guarantees that the level of protection provided within the Everllence Group worldwide is comparable to the European Union standards.

#### b) Data Controller and Contact

The Data Controller for your data within the meaning of the data protection law is:

**Everllence Australia Pty Ltd ("Everllence")**

202 Fairfield Road,  
NSW 2161 Sydney

For general questions regarding data protection or to exercise your rights, please contact:

Group Data Protection [dataprotection@everllence.com](mailto:dataprotection@everllence.com)

### 2. Collection and Processing of Personal Data

#### a) Data Sources and Personal Data that We Collect

Your personal data is generally collected directly from you as part of the recruitment process (application forms, CVs, interviews). In addition, Everllence Australia may receive data from third parties such as recruitment agencies, references supplied former employers or social platforms such as LinkedIn, seek and indeed.

We may process the following categories of personal data:

- Contact data (name, surname, email address, phone number, address)
- CV (details of your qualifications, skills, experience, employment history)
- Passport information, nationality, work rights for Australia, DOB, gender
- Driver's license information
- Training and qualification information.

If we make a job offer, we may also process the following info:

- Taxation, Banking, Superannuation

- Emergency contact details
- Information regarding character or behaviour, personality test
- Medical assessments reports including but not limited to drug and alcohol tests
- Background check reports
- SAM-check reports

## **b) Purpose and Lawful Basis for Processing**

The purpose for processing your data by Everllence Australia is to assess your suitability for a role you have applied for and to help us develop and improve our recruitment process. We will use your application data exclusively for the selection process for the role you have applied for or other job opportunities if you have specifically consented to it.

Your personal information will be used in accordance with the Australian Privacy Act only for the purposes mentioned in this Privacy Notice. We may use your personal information if:

- it's authorised or required by law
- you've consented to the use
- the use meets one of the other exceptions in the Australian Privacy Principles (APPs).

## **c) Pre-Employment Checks for Successful Job Candidates**

Everllence performs pre-employment background checks and medical assessments for successful job candidates as part of the recruitment process in order to satisfy the highest possible compliance and integrity standards in its business activities, minimise legal risks and prevent damage to the company's reputation, ensure the successful candidate's suitability for the role, and to ensure Everllence Australia customers' requirements are met.

Processing your personal data is necessary for the purpose of establishing an employment relationship with you. Everllence has a legitimate interest to hire candidates who have integrity and act on the basis of valid law. This is ensured by validating the information that you provide to us before you're offered a contract of employment.

In addition, a SAM-check is performed by Everllence. SAM-check involves matching your personal info (full name and address) with the SAM database in order to identify any involvement in so called reportable facts. The SAM database of the US authorities contains the name of persons who are only permitted to work Everllence as employees under certain criteria.

Only a restricted group of persons internally is authorised to access your data and ensures compliance with the below mentioned erasure period.

### **Unusual finding in pre-employment checks**

In the event of unusual findings during the pre-employment checks, the results are discussed between the Everllence Australia HR Manager, the Manager from the department in which the successful candidate is supposed to be working, and Managing Director. The outcome of such discussions may result in Everllence Australia withdrawing its job offer and employment contract (both are subject to the pre-employment checks).

In the case of new hires, all information collected relating to the pre-employment check is included in the personnel file where it will be kept according to the Everllence Group's Retention.

All the information collected relating to the background check will be erased for all non-successful external job candidates after six months.

Data must be provided to conclude a contract.

#### **d) Sharing and transferring of personal data**

For successful job candidates, Everllence Australia organises via third-party registered service providers pre-employment background check and medical assessment.

For those purposes, Everllence provides your personal info (full name, email address and phone number) to the above outlined third-party registered service providers so that they can contact you and perform their services.

Your personal information won't be disclosed to any other person, body or agency unless:

- you give us permission
- it's authorised or required by law
- it meets one of the other exceptions in the APPs.

#### **e) Candidate search**

As part of our search for suitable candidates, we may research professional platforms and use the personal data published there by potential candidates to check whether the person is a good fit for us and to make contact if necessary. This data is deleted after the end of our selection process, unless an application process follows. The basis for the research is our legitimate interest in filling positions with suitable people. You have the right to object.

#### **f) Storage and deletion of personal data**

Everllence follows the Privacy Act requirements on retention obligations and will cease to retain your personal data when such personal data is no longer necessary for the legal or business purposes stated above. All retention periods are subject to the national legislations of Australia.

- In case you are not hired your data will be deleted after the application process is closed.
- In case we would like to consider your application at a later stage for another position we ask for your consent.
- In case you are hired, the data of the application will be transferred to your personal file and deleted after the termination of your working contract.

In addition, personal data is stored for the time during which claims can be made against Everllence Australia.

### **3. Your Rights**

Under the Privacy Act and subsidiary legislations, you have the following rights:

- the right to be informed about the data that relates to you
- the right of access to your data
- the right to correct your data
- the right to withdraw your consent if the processing of your data is based on your consent. Your withdrawal of consent has no effect on the lawfulness of the data processing that took place based on your consent until it was withdrawn.
- the right to lodge a complaint to the Australian Information Commissioner OAIC.

Please note that participation in the Everllence application process is not possible without your personal data being processed.

#### **4. Reservations**

Everllence may update this Data Privacy Notice at any time subject to data protection law. You can find the latest version on our website or by contacting the HR Department or Group Data Protection.