Recruitment Collection Statement

This is a collection statement for **[SeaLink Travel Group Limited]/[SeaLink Queensland etc] /[Transit Systems]/[Swan Transit/Torrens Transit etc],** who are part of the SeaLink group of companies which includes all Australian public transport and marine and tourism businesses operated by the SeaLink Travel Group Limited and its subsidiaries and affiliated entities.

By participating in a recruitment process with [**insert name of relevant entity**] or registering your interest in working for us, we will collect your personal information.

This may include your resume, contact details, and information relating to your employment history, education, qualifications, licences, right to work status, and your interviews and other interactions with us. It may also include information arising from reference checks, police checks, background and other screening checks, and sensitive information such your professional or trade association memberships, union memberships, health information and criminal history.

We collect, use, disclose and otherwise handle your personal information to assess your application, conduct screening checks, to consider and contact you regarding other positions, as well as for our related administrative purposes. Without the personal information that we require, we may be unable to accept your application or progress considering you for positions with us.

We may exchange your personal information within other SeaLink companies, and with academic institutions, recruiters, screening check providers, professional and trade associations, law enforcement agencies, referees and your current and previous employers, some of whom may be located overseas, including, for example, members of SeaLink in Singapore and the United Kingdom.

If your application is unsuccessful, we may continue to retain your personal information for up to three years from your last application with us, and during this period we may contact you if another role arises, unless you ask us not to.

If your application is successful, this information will form part of your personnel record. We will also collect other personal information (including sensitive information) in connection with your employment or engagement with us.

We collect, use and disclose such personal information for purposes relating to your employment or engagement with us, for our operational and administrative purposes and as otherwise permitted by the privacy laws. Such purposes may include (amongst others), personnel matters such as engagement, feedback, training, identification, management and monitoring, conduct, performance, recreation, leave, job fitness, disciplining, resignation, termination, payroll and benefits (such as taxation, banking and superannuation), management of qualifications, licences and memberships including union and professional or trade association memberships, conducting checks such as criminal history, background and other screening checks, and those relating to the management of SeaLink facilities, vessels, vehicles, IT infrastructure and other assets (such as matters relating to security, health and safety, attendance and use of such assets by personnel including verifying the identity of those personnel and monitoring their attendance and use of assets through CCTV and other audio, visual and electronic surveillance), and purposes relating to insurance, legal, regulatory and compliance obligations and other administrative purposes. In some cases, we are required or authorised by law to collect certain personal information, including by the Fair Work Act, Superannuation Guarantee (Administration) Act , Taxation Administration Act and Work Health and Safety legislation. Without your personal information we may not be able to effectively manage your employment or engagement.

We may exchange your personal information within [**insert name of relevant entity**] and with other third parties as permitted by law. For example, your representatives (including unions), our service providers including providers of payroll, banking, personnel benefits, background and screening checks, surveillance and training services, and other relevant third parties such as our agents, advisors and law enforcement agencies. Some of those recipients may be located overseas, including for example, SeaLink companies in Singapore and the United Kingdom.

For further details about our approach to privacy, please view the Privacy Statement on our website. This statement sets out how to seek access to or correction of your information, how you may complain if you believe we have breached our privacy obligations and how we will handle your complaint. However, please note that some aspects of that statement and our obligations to respond to access and correction requests might not apply to your personnel record.

Nothing in this collection statement restricts [**insert name of relevant entity**]'s ability handle personal information in a manner otherwise consistent with the privacy laws (including, for example, [**insert name of relevant entity]**'s ability to rely on exemptions and exceptions relating to personnel records and the sharing of personal information within [**insert name of relevant entity**].

You may contact our Privacy Officer by emailing privacy@sealink.com.au, telephoning +61 8202 8656 or writing to Privacy Officer, SeaLink Travel Group Limited, Level 3, 26 Flinders Street, Adelaide SA 5000.