
Careers Privacy Policy and Consent

This Careers Privacy Policy explains how we may collect, use and disclose your personal information when you apply for a position with the InLoop Group. This policy is in addition to any other terms and conditions available on our Sites that relate to, amongst others, use of our Sites and how we handle privacy outside the scope of this Careers Privacy Policy. For the purpose of this policy, personal information is any information or opinion about you or information from which you can be identified.

The InLoop Group is committed to protecting your data. We are bound by the Australian Privacy Principles in the Privacy Act 1988 (Cth) (the Privacy Act) and will protect your personal information in accordance with those principles, as well as other applicable laws and codes affecting your personal information. Where there are capitalised terms used in this statement that are not otherwise defined, you can find the definitions in the definitions section below.

The personal information we collect and hold, and why we do so

In order to be considered for employment you will be asked to provide your personal information. This could include your name, address, contact details, date of birth, education, financial information (such as salary, benefits or payment information), and previous employment details.

Generally, we only collect your personal information if it is necessary for your prospective employment with the InLoop Group, including for the recruitment process, processing and assessing your employment application, carrying out background checks (to the extent permitted by law), and/or to verify the information you supply to us.

Our collection of sensitive information is restricted by the Privacy Act and may include information about your racial or ethnic origin, criminal record, and/or health information. If we need to collect sensitive information for the purposes set out above, you must provide the information, or we may be unable to deal properly with your application. By providing your sensitive information, you consent to our collecting it for these purposes. For example, we may collect health information about you to assist if you have any special requirements as part of the recruitment process or your ongoing employment with us. We may also use this information for reporting on the diversity of the candidate base across the InLoop Group.

Even if your application is unsuccessful, we (ourselves or through our third party service providers) may retain your information and use it to consider you for other positions that become available in future, or so that we can respond to any future application you make for a position with an InLoop Group entity.

Other data we collect

There is also information about your use of computer hardware (including hand-held devices) and software that is collected by or on behalf of the InLoop Group. This information can include your IP address, browser type, device type and location, domain names, access times, which pages you viewed, and how you navigated through our Sites (including fields you access or complete in forms and applications). This information is used by us for the operation of the service, to maintain quality of the service, and/or to understand general statistics regarding use of the Services.

Laws that authorise us to collect personal information

In addition to the information above, we may also collect your Australian tax file number if we are authorised to collect it and if you choose to supply it, as required or authorised by the Income Tax Assessment Act 1936 (Cth).

How we collect your personal information

We collect most personal information directly from you. Sometimes we collect personal information about you from other people, for example, from the individuals who you nominate to provide a reference for you. By providing referral information to us, you consent to us collecting information about you from your referees.

How we hold your personal information

The InLoop Group maintains security measures designed to provide reasonable protection for your Personal Information against loss, unauthorised access, misuse or disclosure. These security measures include reasonable access controls and data encryption.

How we disclose your personal information

We may share or make your personal information available as follows:

- > with your referees and/or to organisations outside the InLoop Group (including organisations who may be located and who may process your data in foreign jurisdictions) to help us with our InLoop Group functions and the recruitment process (such as service providers that process your application information, conduct background checks, security organisations and recruitment agencies);
- > to members of the InLoop Group, to, among other things, manage risk, help detect and prevent illegal acts, and help InLoop manage communications and roles you may have applied for;
- > to third parties for our internal business purposes or as permitted or required by law, including to support our audit, compliance, security and corporate governance functions;
- > to third parties who may collect, use and/or distribute certain anonymous use statistics from or through us or our Sites;
- > to anyone to whom our assets or businesses (or any part of them) are transferred;
- > where you have expressly consented to the disclosure or your consent may be reasonably inferred from the circumstances; and
- > where we are otherwise permitted to disclose the information under the Privacy Act.

Links

If you provide your personal information via a link or otherwise to another third party or website outside of our website, you do so at your own risk and in accordance with any privacy policy relevant to such third party. No company in the InLoop Group is responsible for damages or losses caused by any delays, defects or omissions that may occur by or through such third party, and no company in the InLoop Group makes any guarantees or representations as to any electronic content delivered by any such third party.

Your consent

You understand and agree that the InLoop Group may use your personal information:

- > for recruitment purposes including:
 - assessing or facilitating any application for any employment positions that you may make (now or in the future); and
 - to carry out checks (to the extent permitted by law) to verify the information you supply to us; and
 - to advise you of other employment opportunities within the InLoop Group.

If you choose not to consent to or provide any of the information requested by us as part of your employment application, we may be unable to send you further information, fully process your application or properly consider your employment application. If your application is successful and we later learn that you have not disclosed information that we asked for or that the information you provided us was not accurate, we may need to review that decision.

Subject to law, you agree to release any member of the InLoop Group against any and all actions, claims, proceedings, demands, damages or expenses that may be suffered or incurred by any member of the InLoop Group, arising directly or indirectly from any member of the InLoop Group collecting your personal information (including sensitive information) and disclosing such personal information for the purpose of assessing your application for employment.

Access to and correction of your personal information

You can request access to the personal information we hold about you. You can also ask for corrections to be made. To do so, please email us at recruitment@inloop.com.au (If you are never appointed as our employee, you have this right under the Privacy Act. If you are appointed to a position, you will have this right in accordance with your employment contract with us and/or our group policies.) There is no fee for requesting access to or correcting your personal information.

There are some circumstances in which we are not required to give you access to your personal information. If we refuse to give you access to or to correct your personal information we will give you a notice explaining our reasons except where it would be unreasonable to do so. If we refuse your request to correct your personal information, you have the right to request that a statement be associated with your personal information noting that you disagree with its accuracy.

If we refuse your request to access or correct your personal information, we will also provide you with information on how you can complain about the refusal.

Resolving your privacy concerns and complaints

InLoop welcomes your comments regarding these terms and conditions. You may contact us at recruitment@inloop.com.au, including for the following reasons: if you believe that InLoop has not adhered to these terms and conditions, or you have a related complaint; if you seek further information about our privacy practices; or if you seek to access or correct your personal information held with us. We will use commercially reasonable efforts to respond to you promptly. We will also let you know if we need any further information.

Where you have a complaint and have contacted us as set out above, we will use commercially reasonable efforts to promptly determine and remedy the applicable issue. Where you believe we have failed to resolve a complaint satisfactorily in accordance with these terms and conditions, we will provide you with information about further steps you can take.

Other Conditions of Employment

Pre-employment screening. It is part of our recruitment policy that for all positions you will be required to consent to undertake pre-employment screening, which may include a criminal history check, a check with the regulatory authorities or other related check. You will be notified when you are required to commence this screening. You agree to provide your consent to any such check and provide all information reasonably requested for such a check to be carried out.

Conflict of interest. As you progress through the recruitment process, you may be asked to provide information about any potential conflicts of interest you may have with parties external to InLoop Group. If this is required, you will be notified and you agree to provide all such information.

Changes to this Policy

InLoop may occasionally update this Privacy Policy. InLoop encourages you to periodically check our Sites and review this Careers Privacy Policy to be informed of any changes to how InLoop is protecting your information. An up-to-date version of this Privacy Policy may be found through our Sites.

Definitions

InLoop means InLoop Pty Ltd (ABN 27 114 508 771);

InLoop Group is a reference to any Related Body Corporate of InLoop (as that term is defined in the Australian Corporations Act); and

Sites means the InLoop Group websites, mobile apps, or other online properties through which the InLoop Group provides the opportunity to apply for a position or express interest in our company.

Your Agreement

If you provide your personal information after reading the terms and conditions above, you agree that by proceeding with your application or expression of interest, you accept the above terms and conditions and authorise the InLoop Group to collect, use, hold and disclose your personal information for the purposes stated above.