

Recruitment Privacy Policy

Privacy Statement

Nick Auditore Represents Ptd Ltd (NAR) respects and upholds your rights to privacy in accordance with the Australian Privacy Principles. All personal information we receive is kept strictly confidential and these guidelines set out how the People & Culture team will manage this information.

Please go to [Australian Privacy Principles — OAIC](#) for more information regarding the Australian Privacy Principles.

Personal Information

NAR's People & Culture team may collect and hold information in relation to the following:

- the recruitment process; or
- the employment relationship.

For the recruitment process, the personal information that we may collect includes your name, contact details, professional details, qualifications and past employment. Health related information and police checks will only be conducted if they are deemed a requirement for the role and upon receiving your consent.

Collection of Personal Information

In most cases during the recruitment process, personal information will be collected directly from you. However, we may also collect this information from third parties such as referees and recruitment agencies. Reference checks will only be conducted upon receiving your consent.

If you are selected to become an employee or contractor, we will retain the information collected during the recruitment process and collect additional personal information for the purposes of your employment. These records will then be deemed employee records. These guidelines and the Australian Privacy Principles do not apply to current or former employee records.

Disclosure

Your personal information may be disclosed:

- to members of the recruitment and selection panel responsible for assessing applications;
- to other members of the management team with involved in the employment of new staff;
- to regulatory authorities where NAR is legally required to provide your personal information;
- to reputable third parties that NAR uses in the ordinary operation of our business, such as recruitment agencies;
- to other third parties permitted or required by law; or
- where you consent for us to do so.

Storage

All personal information collected, whether in electronic or physical form, will be stored securely. Access to your information will only be allowed to the members of the People & Culture team, the recruitment team and management. The recruitment team consists of nominated staff members within the organisation who are responsible for recruitment of a particular role.

We may retain your information for several years after the recruitment process is finalised or as required by law. This is because whilst you may not be successful in the role that you have applied for, we may

assess you as being suitable for future employment opportunities. Otherwise, personal information no longer required or authorised by law for us to retain, will be deleted from our records.

Access

You may request access to your personal information held by NAR by writing to the:

Head of People & Culture

Nick Auditore Represents

350 King Street

West Melbourne VIC 3003

Email: recruitment@narepresents.com

You do not have to provide a reason for requesting access, however you should allow a reasonable timeframe for us to retrieve and review your information. You will be notified in writing if we refuse your request to access your personal records. Circumstances where we may refuse your request to access to your personal information include:

- where it would have an unreasonable impact on the privacy of others;
- where providing this information would prejudice certain investigations; and
- when NAR is required by law not to disclose the information,

NAR may charge you a reasonable fee to cover the cost of retrieving and accessing information, which you will be advised of.

If you believe the personal information held about you is incorrect, incomplete or inaccurate, you may request that your information be amended. If we consider that the information does not require amendment we will attach a note to your personal information stating that you disagree with it.

If you have a query regarding these guidelines, or have a complaint regarding our treatment of your personal information, this should be made in writing to recruitment@narepresents.com. You also have the right to refer any matters to the Office of the Australian Information Commissioner (OAIC).

Policy Updates

This Policy may change from time to time and will be updated when required.