

RECRUITMENT PRIVACY STATEMENT

1.0 Aims and Objectives

The aim of this Statement is to explain what information we require to successfully put your application through our recruitment process. The Dowdens Group respect the confidentiality of information and the privacy of individuals. We are bound by the National Privacy Principles (NPP) contained in the Privacy Act 1988 (as amended) in Australia.

The objective of this Statement is to provide information on how the Dowdens Group will use personal information about any application made for employment with us.

2.0 Personal Information

The Dowdens Group collects and uses personal information about a candidate in relation to application for employment with us. Personal information collected is used to determine suitability for the position that has been applied for.

During the process of filling a vacancy we may conduct some or all of the following checks:

- References
- Professional Memberships
- Previous employment
- Education
- Qualifications
- Entitlement to work
- Criminal history

We may also require, depending on the position, that a candidate undertake a pre-employment medical.

We will use the information supplied to us to communicate with relevant personnel in relation to your application for employment. You are not required by law to disclose your personal information to us, but we may not be able to accept or process your application for employment if you do not supply this information.

You may request amendments, corrections or deletions if your personal information is inaccurate, out-dated or incomplete.

You can contact us by:

- Phone (07) 4969 4949
- Fax 0749694900
- Post - PO Box 474 Mackay Qld 4740
- Email HR@DowdensGroup.com.au

If we do not make an offer after having applied for a specific vacancy, we will **not** retain any information, unless otherwise discussed. We will ensure that personal information is protected from unauthorised access and is disposed of securely.