

Applicant and Candidate Privacy Statement

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1. Our Privacy Commitment

We are committed to being open and transparent about how we manage your personal information.

This privacy statement aims to communicate, in the clearest way possible, how BG&E Corporation Pty Limited, ACN 613 290 565 and its related bodies corporate (collectively referred to as “we”, “us” and “our” and “BG&E”) collect, hold, use, store, disclose or otherwise process your personal information during our recruitment process, and your rights to that information.

We encourage you to read this statement carefully. It will help you make informed decisions about sharing your personal information with us.



2. What Personal Information Do We Collect?

Information you provide to us directly: We collect the information that you provide to us in your application, and any other information that you subsequently provide to us in support of your application or as part of the recruitment process, whether in writing or verbally. Examples include:

- personal details: given name(s) and a photograph;
- contact details: correspondence address, telephone number, email address and details of your public social media profile(s);
- employment details and qualifications, including your Curriculum Vitae (CV) or resume, cover letter, job history or other experience and skills, education and academic history, transcripts, areas of practice and areas of interest; and
- sensitive personal information, but only where you provide this information voluntarily and provide consent for us to process this information, including:
 - health information, such as any physical or mental condition or disabilities that you choose to share with us where this is necessary to assess your suitability for the role or to make any reasonable adjustments for your interviews and assessments where required;
 - diversity and inclusion information, including gender, nationality, your racial or ethnic origin, whether you identify as Aboriginal or Torres Strait Islander to be used for statistical reporting only in order to evaluate our targets for diversity and inclusion (not to determine your suitability for the role);
 - membership information relating to professional groups and bodies;
 - citizenship or immigration information (e.g. for visa purposes, right to work information); and
 - consent records: records of any consent you may have given and the subject matter of that consent.

2.1 Information We Source From Third Parties

We collect or obtain personal information from authorised third parties (e.g. referees, recruitment agencies, online recruitment and talent marketplace platforms including LinkedIn, law enforcement agencies). This includes information such as public information, references, results from former employers, competency or medical tests, or background checks such as criminal record checks, where applicable. You must obtain consent from referees before providing their personal information to BG&E.

2.2 Information We Collect Automatically

We may collect personal information about you automatically when you visit our websites, like your IP address and device type. Some of this information may be collected using cookies and similar digital tracking technologies.

Information we create during the recruitment process: We may also create personal information, such as evaluative records about your interactions with us, e.g. information about you from BG&E Group employees who interview you and who may provide feedback about you. Evaluative information may be confidential to us.

Information you make public: We may collect or obtain your personal information that you manifestly choose to make public, where applicable and allowed by applicable law, including via online channels such as social media (e.g. LinkedIn, etc.).



3. How Is Your Personal Information Used?

BG&E collects your personal information only for the purpose of considering your potential employment with BG&E Group. In doing so, BG&E may use the personal information we have collected from you for purposes it was collected including:

- assess your skills, qualifications, and suitability for the role applied for;
- communicate with you about the recruitment process;
- keep records related to our recruitment processes;
- verify your identity and application details, including through reference checks and, where applicable, background checks;
- communicate with you about the recruitment process regarding your current application or, with your consent, about other job opportunities that may be suitable for you in the future;
- for general internal purposes (such as record keeping, database management, training, billing); and
- comply with all laws and regulations in all applicable jurisdictions.

If the European Union (EU) data protection or United Kingdom (UK) data protection law applies to the processing of your personal information, we must have a legal basis to process such information. In most cases the legal basis will be one or more of the following:

- to take steps to potentially enter into a contract with you; or
- where we have legitimate interests to process the personal information or sensitive information (including our legitimate interest to improve our recruitment process) and these interests are not overridden by your rights; or
- to comply with a legal obligation; or
- where we have your consent.

In completing your application, you consent to your personal information and sensitive information being collected, stored, used, processed, and disclosed in this way and for any other use you authorise. BG&E will only use your personal information for purposes described in this Privacy Statement, or with your consent.

You can always choose not to provide your personal information to BG&E, but we may be unable to assess your application in such case. If we are required to collect certain personal information about you by local law, your failure to provide such information may prevent or delay the fulfilment of our legal obligations and may impact our ability to employ you.



4. In What-Limited Circumstances Might We Share Your Personal Information?

We do not sell or market your personal information. However, we may share your personal information with third parties in limited situations if it is necessary and appropriate to facilitate the purpose for which your personal information was collected pursuant to this statement, or a directly related purpose. This may include, for example, disclosure of personal information:

- to companies in the BG&E group, for example for recruitment purposes, human resource management, internal reporting or processing personal information on our behalf (except in the case of sensitive information);
- to third party service providers in connection with the provision of services including, but not limited to, the following: recruitment, talent acquisition and administration, technology services. This includes disclosing your personal information to the online recruitment and talent marketplace platform 'LiveHire' as made available through www.livehire.com and any associated URL ('LiveHire'). LiveHire will use your personal information to connect you with BG&E for current and future job opportunities and talent pooling purposes. If you complete a full profile yourself, LiveHire will also use your personal information to connect you with other companies you choose to connect with for the same purpose. LiveHire's privacy policy is available [here](#);
- to professional advisors, auditors;
- to comply with any law enforcement agency, judicial proceeding, court order, or legal process in any jurisdiction that is investigating any breach or suspected breach of any law in any jurisdiction regarding your identity or other personal information provided by you to us; and
- where we are otherwise required or authorised to do so by law.



5. International Data Transfers

When we disclose data, it may be transferred to, and processed in, countries other than the country or region where it was originally collected – such as Australia or the United States, where some of our data hosting servers are currently located. There may be differences with the privacy laws of the country of your residence. However, where we disclose personal information to a third party in another country, there are safeguards in place to ensure your personal information is protected and your privacy is maintained.

For individuals in the European Economic Area (EEA), this means that your personal information may be transferred outside of the EEA. Where your personal information is transferred outside the EEA, it will only be transferred to countries that have been identified as providing adequate protection for EEA data, or to a third party where we have approved transfer mechanisms in place to protect your personal information (e.g. by entering into the European Commission's Standard Contractual Clauses). For further information, please contact us using the details set out in the contact section below.



6. Storage And Security

We are committed to guarding your privacy and protecting the security of your personal information and we take all reasonable precautions to protect it from unauthorised access, modification or disclosure.

BG&E implements and maintains security measures that are designed to provide protection against the loss, interference or misuse of your personal information and to prevent unauthorised access, modification or disclosure of that information.

These include, but are not limited to:

- restricting access to personal information to authorised personnel based on their roles, responsibilities and hierarchy within the company;
- educating all staff in the importance of maintaining the confidentiality of protected information, such as not revealing personal passwords or passcodes to anyone;
- utilising physical security measures such as the use of proximity cards logging access to and from all BG&E offices and ensuring that the premises are secured with monitored motion detecting alarm systems;
- implementing policies and procedures in relation to protecting stored personal information
- ensuring that staff correctly follow protocols when handling personal information by implementing procedures such as confidentiality policies and complying with email and internet usage guidelines; and
- undertaking due diligence with respect to third parties who may have access to personal information provided by BG&E that they are compliant with the applicable law, this statement and BG&E Privacy Policy.



7. Your Rights In Respect Of Your Personal Information

Subject to applicable local laws, you may have certain rights related to your personal information, including the following rights to:

- request access to your personal information;
- request correction of any incorrect, incomplete, or outdated personal information;
- request the erasure or deletion of your personal information;
- request that we stop processing personal information where we are relying on a legitimate interest or lawful basis for processing and there is something about your particular situation which makes you want to object to processing on this ground;
- request the restriction of processing of your personal information, for example if you want us to establish its accuracy or the reason for processing it;
- request the transfer of your personal information to another party (right to data portability);
- lodge a complaint with a supervisory authority - for further information, please see the contact section below.

If you would like to exercise any such right, please contact us at <mailto:privacy@bgeeng.com> in writing if possible and otherwise by telephone on +61 8 6364 3300.

We will review your request as soon as reasonably practicable to comply with our legal obligations. There may be circumstances where we are not able to comply with your request. In such an event, we will give you reasons for this decision when we respond to your request.



8. Right To Withdraw Consent

In the circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact us using the details at the end of this statement. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

9. Retention

If your application for a role with BG&E is unsuccessful or you withdraw from the process or decline our offer, we will retain your personal information for a period after your application in accordance with our internal retention policies and practices, unless otherwise requested by you. Following the specified period, the information will be deleted or anonymised.

We retain the information for various reasons, including in case of a legal claim in respect of a recruitment decision, to consider you for other future roles with BG&E and to analyse and improve our recruitment process.

If you are offered and accept employment with BG&E, the information collected during the recruitment process will become part of your employment record.



10. Automated Decision-Making

We sometimes use systems to make automated decisions based on personal information we have collected from you or obtained from other sources. This may have significant effects for you, namely that you may be rejected for the role you applied for without a recruiter reviewing your application.

Your application may be automatically rejected if you do not meet minimum job requirements (such as qualification, or years of experience), your salary expectation is outside of our budget for the role, or if an open role is filled while you are in the first or review stage of the recruitment process. Our recruiters can reactivate candidates that have been rejected, if necessary.

We must have a legal basis for such automated decision-making. In most cases the legal basis will be one or more of the following:

- where such decisions are necessary for entering into a contract;
- where such decisions are required or authorised by law;
- where we have your consent.

Subject to applicable local laws, you can contact us using the details below to request further information about automated decision-making, object to our use of automated decision-making, or request an automated decision to be reviewed by a human being.



11. Changes To This Privacy Statement

We may amend this statement from time to time and will notify you of any changes by posting an updated version on this website. Each version of this statement is identified by its effective date.

12. Contact Us

We take your concerns seriously. If you have any questions or concerns about BG&E Privacy Policy or the use or collection of your personal information by BG&E, please contact our Privacy Officer at <mailto:privacy@bgeeng.com> and include the words “Attention: The Privacy Officer” or call +61 8 6364 3300.

We will respond as quickly as possible (our target response is within 20 business days) and treat all complaints in a way that is fair and consistent. However, if you remain dissatisfied, you can make a formal complaint in accordance with the applicable law, including the Office of the Australian Information Commissioner or the Information Commissioner’s Office as relevant.

