
Recruitment Privacy Policy

Policy

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1. Introduction

1.1. Purpose

RGB Assurance values and respects the privacy of the people we deal with, and is committed to protecting your privacy and complying with the Australian Privacy Principles (APP), Privacy Act 1988, and other applicable privacy laws and regulations. This Recruitment Privacy Policy describes the personal information we collect, how we collect, hold, use and disclose your personal information, and how we maintain the quality and security of your personal information.

1.2. Definitions/Acronyms

Term	Definition
APP	Australian Privacy Principles
D.O.B.	Date of Birth

2. How We Use Personal Information

When a prospective employee applies for a position at RGB Assurance, either as part of an advertised position or not, RGB Assurance uses the information provided by the prospective employee for the purposes of evaluating the application. RGB Assurance may utilise this information to inform subsequent recruitment efforts, which may result in the prospective employee being further contacted by RGB Assurance in relation to their application. No information collected in this manner is used for any purpose other than recruitment activities. The disposal of personal information received by prospective employees, as part of their application, is conducted in accordance with Section 6.

3. Information Collected and Retained

We collect personal information from prospective employees when they apply for a position with us. Information disclosed by prospective employees may include, but is not limited to:

- Name.
- Street address.
- D.O.B.
- Email address.
- Phone number.
- Proof of ID.
- Proof of residency.
- Academic Transcript.
- Curriculum Vitae.
- Graduation Certificate.

All information disclosed by prospective employees in their application is kept pursuant to Section 6. In providing this information to RGB Assurance, the prospective employee warrants that it is accurate, up-to-date and complete. During evaluation of the prospective employee, RGB Assurance will generate data related to the application, and this data will be stored alongside the prospective employee's name and email address for identification and contact purposes.

4. Disclosure to Third Parties

RGB Assurance handles all recruitment activities internally, and as such does not disclose any personal information to third parties, nor will any information be sent overseas. Additionally, the information is restricted to authorised personnel for the sole purpose of recruitment activities.

5. Protection Measures

RGB Assurance takes all reasonable steps to ensure that the personal information we collect and hold is kept confidential and secure. This includes:

- Storing all information in a secure database;
- Having robust physical security of our premises and equipment;
- Implementing measures to restrict access to required personnel; and
- Disposing of personal information pursuant to Section 6.

6. Information Retention

Supplied information may be retained for up to three years to support further recruitment efforts. After this period has expired, the supplied information will be disposed of as a part of RGB Assurance's annual management review (responsibility of Top Management), which typically takes place in July. At any time, a prospective employee may submit a disposal request as per Section 7 for this information to be disposed of sooner.

All information generated by RGB Assurance during evaluation of the prospective employee, alongside the prospective employee's name and email address, will be stored indefinitely or until an application to dispose of the information is received from the individual.

7. How to Access and Correct Your Information

If you wish to access, correct, or request disposal of the personal information we hold about you, you should issue a request to recruitment@rgbassurance.com.au stating your full name, and the information that you wish to access, correct or dispose of. We will endeavour to process the request as soon as is reasonably practicable.

8. How to Contact Us

If you have a question or concern in relation to our handling of your personal information or this Policy, you can contact us for assistance as follows:

Email: recruitment@rgbassurance.com.au

Contact number: +61-7-3255-0108