

PRIVACY COLLECTION STATEMENT (EMPLOYMENT)

Protecting your privacy and personal information is important to us. By participating in a Land Services SA recruitment process or registering your interest in employment with us, you will provide us with, and we will collect, personal information, which may include your resume data, contact details, right to work status, educational history, employment history, gender, sensitive information (such your professional or trade association memberships, union memberships, health information and criminal history) and contact details.

Additional personal information will also be collected during your employment with Land Services SA to manage your ongoing employment relationship. Examples may include time attendance, leave requests, medical certificates, performance appraisals, etc.

We may also collect your personal information and sensitive information from others, such as your referees, recruiters and third parties we engage in connection with recruiting activities, aptitude assessors or current and former employers. If you apply through a recruitment agency, your personal information will be stored on their database.

We will also collect personal information about you through criminal history and background checks. We are required to undertake background checks as part of our obligations owed to our key customers. By undertaking a background check (both pre-employment and during the course of your employment with LSSA), you expressly consent us providing the results of those background checks to our key customers (such as the State Government of South Australia, the ACT and Northern Territory Governments and Land Services WA).

We will handle your information for the recruitment process, and if your application is successful for the purposes of your employment/engagement with us, as well as our related internal administrative purposes. This could include to determine and process your pay and other entitlements and to support you while you work at Land Services SA.

If you provide us with the personal information of others (e.g. your referees), we encourage you to inform them that you are disclosing that information to Land Services SA and why. You should also let them know that they can access their personal information retained by us by contacting our Privacy Officer.

In carrying out these activities, we may disclose your personal information to our contractors, advisors and service providers and others as permitted or required by law, some of which may be overseas.

If your application is unsuccessful, we may retain your personal information for up to three years and may contact you if another role arises (unless you ask us not to). If your application is successful, we will retain your information as part of your employment records.

You are not required by law to submit your information, but we may be unable to accept or process or be limited in our ability to assess your application for employment or appropriately manage your employment with us if the information is not supplied.

For further details about our approach to data privacy, please view the Land Services SA Privacy Policy (found at <https://www.landservices.com.au/privacy>). This policy sets out how you may seek access or correction of your information, how you may complain if you believe we have breached our privacy obligations and how we will handle your complaint.

You may contact our Privacy Officer by emailing privacy@landservicessa.com.au, telephoning +61 8 8423 5000 or writing to Privacy Officer, Land Services SA, 101 Grenfell St, Adelaide SA 5000.

This is a collection statement for **Land Services SA** or **LSSA** which refer to Land Services SA Operating Pty Limited CAN 618 229 815 as trustee for the Land Services SA Operating Trust ABN 86 836 650 939 including its subsidiaries and affiliated entities (including Relational Data Systems Pty Ltd).