

## **PRIVACY COLLECTION NOTICE –JOB CANDIDATES**

Wurth Australia collects personal information, including sensitive information about job applicants. This includes information provided in your job application, in the course of conversation or as collected from third parties on your behalf, such as employment referees. The primary purpose of collecting this information is to enable Wurth Australia to consider your application for employment.

Some of the information Wurth Australia collects is to satisfy its legal obligations, for example to enable Wurth Australia to discharge its obligations under the *COVID-19 Mandatory (Worker) Directions (Vic)*, *COVID-19 Mandatory (General Workers) Directions (Vic)*, *COVID-19 Directions (n.55) 2021 (NT)* (all as amended or replaced) or other State or Territory laws regarding mandatory COVID-19 vaccinations or to comply with Company policies.

In order to consider your application for employment and to facilitate and manage your employment relationship with Wurth Australia, you consent to our collecting personal information from you directly, including in relation to sensitive information, such as your COVID-19 vaccine status and any relevant pre-existing injuries, as well as about you from law enforcement agencies for criminal checks, educational institutions to verify your qualifications (if required), job agencies and other individuals or businesses we contact for the purpose of reference-checking as agreed with you.

The personal information that is collected about you will be stored securely in a recruitment record. If you are successful and become an employee then an employee record will be created and the personal information we have collected will be stored in this file. Employee records are exempt from the Australian Privacy Principles (APPs) under the *Privacy Act 1988 (Cth)*.

If you are not offered a position or if you decline an offer of a position at Wurth Australia the information stored in your recruitment record will be stored for 12 months, unless you advise us to destroy the records at an earlier time. At this time, Wurth Australia will take reasonable steps to destroy or de-identify the information as appropriate.

Wurth Australia may disclose personal and sensitive information for administrative, and support purposes (or may permit the information to be directly collected by third parties). This may include to:

- people providing administrative and financial services to Wurth Australia;
- anyone you authorise Wurth Australia to disclose information to; and
- anyone to whom Wurth Australia is required or authorised to disclose the information to by law.

A failure to provide the information to Wurth Australia will affect Wurth Australia's ability to evaluate your application and may result in the recruitment process not proceeding.

Würth Australia uses servers to store personal information (which may include sensitive information) which may be located in or outside Australia. This may mean that personal information may be stored or processed outside Australia (specifically, in Germany).

Würth Australia's [Privacy Policy](#) contains further information about its use of other third-party service providers and any of their overseas locations.

Würth Australia's Privacy Policy is accessible via the Würth Australia website. The Policy sets out how job applicants may seek access to, and correction of their personal information which Würth Australia has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others. Any refusal will be notified in writing with reasons if appropriate.

Würth Australia's Privacy Policy also sets out how job applicants can make a complaint about a breach of the APPs and how the complaint will be handled.

If you provide Würth Australia with the personal information of others, such as other employment referees, or emergency contacts, we encourage you to inform them you are disclosing that information to Würth Australia and why, that they can request access to and correction of that information if they wish and to also refer them to Würth Australia's Privacy Policy for further detail about such requests and how Würth Australia otherwise handles personal information it collects and complaints it receives.

#### How can I contact Würth Australia?

If you have any questions or complaints about how we handle your personal information, you can contact our Privacy Compliance Officer as follows:

Mail: Privacy Compliance Officer  
Würth Australia Pty Ltd  
Locked Bag 3000  
Dandenong South, VIC 3164

E-mail: [privacy@wurth.com.au](mailto:privacy@wurth.com.au)

Phone: (03) 8788 1193

Attention: Privacy Compliance Officer c/o Human Capital Department

We will consider and respond to any complaint notified to us within a reasonable time, usually within 30 days. We will always endeavour to resolve any complaint to your satisfaction.

#### Australian Privacy Commissioner

If you are not satisfied with the way in which we handle your enquiry or complaint, you can contact the Office of the Australian Privacy Commissioner on Tel: 1300 363 992 or email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au).