

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

Würth 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 Würth Australia to consider your application for employment.

Some of the information Würth Australia collects is to satisfy its legal obligations, or to comply with Company policies.

In order to consider your application for employment and to facilitate and manage your employment relationship with Würth Australia, you consent to our collecting personal information from you directly, including in relation to sensitive information, such as 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.

If you are not offered a position or if you decline an offer of a position at Würth 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, Würth Australia will take reasonable steps to destroy or de-identify the information as appropriate.

Würth 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 Würth Australia;
- anyone you authorise Würth Australia to disclose information to; and
- anyone to whom Würth Australia is required or authorised to disclose the information to by law.

A failure to provide the information to Würth Australia will affect Würth 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).

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

Wurth Australia's Privacy Policy is accessible via the Wurth Australia website. The Policy sets out how job applicants may seek access to, and correction of their personal information which Wurth 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.

Wurth 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 Wurth 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 Wurth Australia and why, that they can request access to and correction of that information if they wish and to also refer them to Wurth Australia's Privacy Policy for further detail about such requests and how Wurth Australia otherwise handles personal information it collects and complaints it receives.

#### How can I contact Wurth 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  
Wurth 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).