Privacy Collection Notice

HOBAN Recruitment Pty Ltd ACN 052 201 313 (HOBAN), and our Australian related entities (which includes RED Appointments Pty LTD, RED Appointments NT and BREXA Australia & New Zealand), operate a recruitment agency which provides recruitment solutions across a wide range of sectors. Any reference to HOBAN, we, our or us is also a reference to our related entities.

We understand the importance of being open and transparent with you in the way in which we collect, store, use and share your personal information. We take protecting your privacy rights very seriously. We strongly encourage you to read this notice before you register your interest via https://www.hoban.com.au/register-your-interest/ or contact us, so that you understand and are comfortable with how we handle your personal information. If you register with us online on our website, as part of this process you are required to read and confirm that you have understood this Privacy Collection Notice.

If you register your interest through our website, contact us directly, engage in our candidate onboarding process or otherwise engage with us as a candidate or potential candidate, this collection notice will govern how we handle your personal information.

We generally collect personal information at the following stages:

- initial registration of your interest, in most cases via our website;
- following receipt of our welcome email (**Welcome Email**), if you choose to complete our onboarding process through our portal;
- when facilitating your actual and possible work placement;
- during the course of your work placement; and
- fulfilling our post-placement obligations to our clients.

What personal information do we collect and how/when do we collect it?

Personal information	How/when do we collect this information?
Personal and contact details This may include your: • full legal name; • email address; • phone number; and • address.	We will collect this information directly from you when you: • register your interest through our online portal available at https://www.hoban.com.au/register-your-interest/; • apply for a role advertised on HOBAN's website; or • approach HOBAN directly, for example via email, phone or in person.
Information about your profession, skills, qualifications and relevant experience - **this may include sensitive information, such as trade union membership and associations.** This may include your: • education, qualifications and certifications; • professional memberships, associations, affiliations with relevant industry bodies or organisations; • employment history;	We may collect this information directly from you (usually via your resume) when you: • register your interest through our online portal available at https://www.hoban.com.au/register-your-interest/; • apply for a role advertised on HOBAN's website; or • approach HOBAN directly via email or phone. We may also collect this information from third parties, for example, referees, previous employers, professional registration authorities, educational institutions, or through our third-party providers such as: • **Workpro**, who conducts OHS induction and work rights onboarding on our behalf); • **IKM (TeckCheck, Inc)**, who conduct skills testing and data entry on our behalf;

• awards, recognition and special achievements; • skill-specific licences (e.g. a forklift licence); • interview results; and • aptitude test results (if relevant).	• **SparkHire**, who provide an interview platform; and • **Criteria Corp**, who conduct psychometric assessments on our behalf.
Identification documents This may include your: • passport; • birth certificate; • drivers' licence; • visa (if applicable); and • other identification documents.	We may collect this information when you: • log in to our online portal using the credentials we provide in our Welcome Email and complete your onboarding; and/or • participate in our candidate screening and assessment process. We may also collect this information through our third-party providers, such as **Workpro**, who conducts OHS induction and work rights onboarding on our behalf.
Information about your accessibility requirements - this may include sensitive information, such as details about your health and any disabilities you have.	If you email us to request an adjustment to be made during the recruitment process due to a disability (including by emailing adjustments@hoban.com.au), we may collect this information.
Background check information (e.g. Working With Children check clearance number, national police check information (if applicable)) - this may include sensitive information, such as if you have a criminal record	We may collect this information directly from you when you participate in our candidate screening and assessment process: We may also collect this information: • from third parties (for example, verification providers, referees, previous employers, professional registration authorities or educational institutions); and/or • publicly available information (for example, court decisions).
Information about your work performance, and employment health and safety - this may include sensitive information, such as health information	We may collect this information from third parties (for example, employers with whom we have placed you) when: • we receive reports of your performance from employers with whom we have placed you; and/or • we reasonably believe that your being in, or remaining in, a position might present a risk to your health and safety or to that of others for whose health or safety we are responsible.
Banking, tax and superannuation details	We collect this information directly from you via our payroll portal when your placement at an on-hire assignment has been confirmed.
Health information (for example, vaccination status or medical test results (if required)) - this is sensitive information	We may collect this information directly from you: • when you complete our pre-employment health questionnaire as part of the onboarding process; • during functional assessments prior to placement (if required); • during drug and alcohol assessments (if required); and/or • through other means as required for potential or actual placements where this is an inherent requirement (for example, certain roles with our clients in the Healthcare industry).
Referee contact details	You may provide us with personal information which relates to another person, including contact details of your referees. If you do so, you agree that you have received permission from these individuals for us to collect, use, and share, their personal information in accordance with this Privacy Collection Notice. You should also let them know about our Privacy Policy (including the information in this Privacy Collection Notice).

Online and digital services information	If you only browse our website, we do not collect information that identifies you personally, though we may collect information related to your visit to our website. However, third-party services, such as Google and Meta, may collect data related to your visit through tracking technologies we use for analytics and marketing purposes. These third-party services may link this information to your personal profiles on their platforms if you are logged in. Please note that how these third parties handle and use your data is governed by their own privacy policies, not ours. We recommend reviewing their privacy policies for more information on their data collection practices and options available to you for managing your privacy.

Why do we collect, store and use your personal information?

Personal information	Why do we collection, store and use this information?
Personal and contact details	We collect and use your personal information to: • verify your identity; • contact you to complete your registration and onboarding as a candidate with HOBAN (please note that we may use generative artificial intelligence (**AI**) technologies to assist us with crafting responses to you and communicating with you generally, based on personal information you have provided us); • facilitate your actual or possible placement in employment; and • send you direct marketing from HOBAN Recruitment, and you consent to us communicating with you via email or SMS to send you legislative updates, newsletters, and/or notifications of available jobs that may be of interest to you, or as otherwise allowed under applicable privacy laws – refer to our Privacy Policy found at www.hoban.com.au for further information. In addition, we also use and disclose your personal information to third party providers who assist us during the onboarding process, including: • **Referoo**, who conducts reference checking on our behalf, to enable them to provide you with a link to enter the contact details of your two referees; and • **Workpro**, who conducts OHS induction and work rights onboarding on our behalf, to provide you with a link to review this information and complete training which is required by law. As part of your initial registration and onboarding process you will receive 3 emails – HOBAN's Welcome email, as well as emails from our third-party providers, Referoo and Workpro. If the specific role you have applied for requires you to complete an aptitude test or interview via a third-party platform, we may also use and disclose your contact details to our third party providers who provide such platforms, including: • IKM (TeckCheck, Inc); • SparkHire; and • Criteria Corp.

Information about your profession, skills, education, qualifications and any relevant experience you have - **this may include sensitive information, such as trade union membership and associations**	We collect and use your personal information to: ▪ assess your suitability for registration with us; ▪ identify work placement opportunities (including by using automatic decision-making technologies to review your application and/or match you with suitable work placement opportunities based on this personal information you have provided us); ▪ identify your training needs; and ▪ make suggestions to you, whilst you remain registered with us, for further training in connection with work of the type that you are seeking through us. In addition, we may use and disclose your personal information to a third parties, such as potential and actual employers and clients of HOBAN to facilitate your actual or possible work placement.
Identification documents	We collect and use your personal information to: • verify your identity and right to work in Australia; and • assess your suitability for placement opportunities with us.
Information about your accessibility requirements - this may include sensitive information, such as details about your health and any disabilities you have.	We collect and use your personal information to: • make reasonable adjustments for you during the registration and onboarding process; and/or • facilitate your actual or possible work placement.
Background check information (e.g. Working With Children check clearance number) - this may include sensitive information, such as if you have a criminal record	We collect and use your personal information to: • assess your suitability for registration with us; • validate (including from appropriate third-party sources such as the police, your referees, etc) your resume, nominated references, stated qualifications, experience, training or abilities. Where we require third party validation, we will tell you how we propose to obtain it; and/or • facilitate your actual or possible work placement. In addition, some laws such as taxation law, immigration law, laws regulating employment agencies, laws relating to national security, laws relating to professional or trade registration, labour hire licensing laws, public health laws, and laws for the protection of certain classes of people (such as children or the elderly) may require us to collect certain types of information (including criminal history and evidence of your right to work) from you that is relevant to the position/s for which you may be applying. The following Australian laws require or authorise our collection of such personal information from you: • *Migration Act 1958* (Cth) and *Migration Regulations 1994* (Cth); • *Private Employment Agents (Code of Conduct) Regulation 2005* (Qld); • Public health laws. There may be cases where our duties require us to collect and disclose certain types of personal information relevant to specific job to potential and actual employers and clients of HOBAN. When requesting information of this type we will tell you whether the supply of that information by you is mandatory or voluntary.

Information about your work performance and employment health and safety - this may include sensitive information, such as health information	We collect and use your personal information for the purpose of: • your performance appraisals; • fulfilling our post-placement obligations, including managing any candidate replacement guarantee to our clients which we might be required to honour; • assessing your suitability to be placed in or continue in positions that you may be offered; • any workplace rehabilitation in which you and we are involved; • our management of any complaint, investigation or inquiry in which you are involved; • any insurance claim or proposal that requires disclosure of your personal or sensitive information; • any reference that we may give concerning your work; • complying with any statutory obligations that apply to us. ▪
Banking, tax and superannuation details	We collect and use your personal information to: • complete payroll functions; • comply with our statutory obligation.
Health information (for example, vaccination status or medical test results (if required)) - this is sensitive information	We collect and use your personal information to facilitate your actual or possible work placement, including for roles with inherent requirements (for example, certain roles in the Healthcare industry). In addition, we may use and disclose your personal information to a third parties, such as potential and actual employers and clients of HOBAN, if the relevant job requires you to undergo medical tests and assessments.
Referee contact details	We collect and use this information to validate (including from appropriate third-party sources such as your referees) your resume, nominated references, stated qualifications, experience, training or abilities. Where we require third party validation, we will tell you how we propose to obtain it.

Direct marketing and important points regarding opting out

You are always in control of the direct marketing communications which you receive and can opt-out at any time.

If you provide us with your contact information when registering your interest through our website, contacting us directly (including via phone or email), engaging in our candidate onboarding process or otherwise engaging with us as a candidate or potential candidate, we may send you direct marketing from HOBAN Recruitment, and you consent to us communicating with you via email or SMS to send you legislative updates, newsletters, and/or notifications of available jobs that may be of interest to you, or as otherwise allowed under applicable privacy laws.

You can opt-out by following the relevant unsubscribe instructions in the relevant communication (such as email or SMS message).

Importantly, regardless of whether you opt out from receiving any or all direct marketing communications, we will still communicate with you if we are required by law to provide you with information, or in relation to the services we are providing you with (for example, in relation to a job you have enquired about or applied for through us). If you opt-out of marketing communications, we will still need to communicate with you (for example to update you

on the progress of an application you have made through us, or follow-up on our post-placement obligations once you have commenced placement at a job you obtained using our services).

Who will we share your personal information with?

Further to the third-party disclosures we have set out in the table above (see 'Why do we collect, store and use your personal information?'), we may share your personal information with:

- potential and actual employers and clients of HOBAN;
- our third party providers who assist us during the onboarding process, including Referoo and Workpro;
- third party providers that conduct aptitude testing and/or online interview platforms, including IKM (TeckCheck, Inc), SparkHire and Criteria Corp, if the specific role you have applied for requires this as part its recruitment process;
- third-party providers that provide HOBAN with AI technologies that support us to assess your suitability for work placement opportunities and communicate with you, including Bullhorn, Inc;
- referees;
- a person who seeks a reference about you;
- other members of the HOBAN Recruitment Group, our subsidiaries and associated companies (for example, where that member requires access to your personal information to provide us with IT support or other back-end services);
- our insurers;
- a professional association or registration body that has a proper interest in the disclosure of your personal and sensitive information;
- a Workers Compensation body;
- our contractors and suppliers involved in managing or administering HOBAN's services, for example our marketing consultancy, administrative support provider, payroll support provider, internet service suppliers and database technicians, some of whom may be offshore;
- a parent, guardian, holder of an enduring power of attorney (or like authority) or next of kin whom we may contact in any case in which consent is required or notification is to be given and where it is not practicable to obtain it from or give it directly to you;
- any person with a lawful entitlement to obtain the information;
- the Australian Taxation Office;
- superannuation or managed fund organisations;
- medical professionals, medical facilities or health authorities, if a medical assessment is required as part of placing you into a job or in the event that you are involved in a workplace accident or injury that requires medical attention;
- companies we (or our clients) partner with to provide probity/assessment or auditing services, for example validation of work rights, reference checking, criminal background checking, skills testing, psychometric assessments; and/or
- other organisations involved in our normal business practices

Please note that how these third parties handle and use your data is governed by their own privacy policies. We recommend reviewing their respective privacy policies for more information about their data collection practices and options available to you for managing your privacy.

Disclosure of your personal information to overseas recipients

Background Checking

If we need to conduct background screening with overseas based organisations, we are likely to disclose some of your personal information to overseas recipients for this purpose. For example, if you have worked with an overseas employer, we might need to disclose your name, identifying details and the type of work you are seeking to your previous employer to the extent necessary to enable us to undertake suitable reference checking.

The countries in which the overseas recipient to whom would be likely to disclose your personal information, in those circumstances, are likely to be those where the organisation is based.

Other Cases

We are likely to disclose your personal information to overseas recipients, including other members of the HOBAN Recruitment Group, our subsidiaries and associated companies (for example, where that member requires access to your personal information for provide us with payroll, accounts and administrative support services or other back-end services). The countries in which the overseas recipient to whom we are likely to disclose your personal information are likely to be located are as follows:

- UK;
- Ireland;
- New Zealand;
- Philippines;
- Japan; and/or
- USA.

What happens if you do not give us all or part of the personal information we need?

If you do not provide your personal information, we may:

- not be able to complete your registration and onboarding with us, or create an account for you to use our online portal;
- not be able to progress your job application(s);
- be limited in our ability to locate suitable work for you;
- be limited in our ability to place you in work;
- decline to represent you in your search for work or put you forward for particular positions.

Our Privacy Policy and how you can find out more information

Please see our comprehensive Privacy Policy found at www.hoban.com.au for:

- more detailed information about the way we collect, use, hold and share your personal information;
- more information about how you can opt out of marketing communications from us;
- details about how you may access personal information that is held by us and seek correction of that information; and
- information about how you may make a complaint about your privacy (including about how your personal information has been handled).

How to contact us

If you wish to contact us about your personal information you should contact our Privacy Officer at privacy@hoban.com.au during normal office hours which are 9:00am-5:00pm Monday to Friday.