

Privacy Statement

for Job Applicants and Director Candidates

Our commitment

We value your trust in us as a member-owned Bank. It is important for us to keep your information secure. As a Bank, it is also important for us to keep your information confidential. To achieve this, we will comply with the *Privacy Act 1988* and the *Australian Privacy Principles* (APPs).

The *Privacy Act 1988* sets out how we are to collect, use, disclose and store personal information.

This Statement contains information about:

- how you can access your information
- how you can seek correction of your information
- how you make a complaint and how we deal with it.

Please see ***How you can access and/or correct your information*** and ***Making a complaint*** for more information.

Outline

This Privacy Statement sets out:

- what information we collect and hold
- how we collect and hold your information
- why we collect, hold, use and disclose your information
- what happens if you do not wish to provide us with information
- how you can access your information
- how you can correct your information
- how you can make a complaint and how we will deal with it
- whether we are likely to disclose your information overseas and if so, where
- how you can contact us.

Information we collect and hold

We will collect and hold:

- your name, date of birth and evidence of identity
- your contact details
- your resume and employment history
- your education details and qualifications
- references from your former and/or current employers and other nominated referees information from third party suppliers for assessment and verification purposes
- information about you from social media
- information about you from police checks
- information about court proceedings against you
- information about you in relation to enforceable undertakings or disqualifications by APRA or ASIC
- if you are a director candidate, where applicable, information about your membership of professional or trade associations.

How we collect your information

We collect information about you from:

- you directly or our nominated third-party supplier CV Check
- your previous employers to check your employment history, referees that you have nominated and any references you have provided
- any other persons and organisations you have disclosed to us such as professional and industry bodies of which you may be a member, business associates, education institutions
- police checks provided by the Australian Federal Police, the Australian Criminal Intelligence Commission ('ACIC') or other Police agency
- public court action records from available courts according to the relevant state/territory laws/policies
- proceedings under the Bankruptcy Act as recorded on the National Personal Insolvency Index
- social media.

If you are a director candidate, Prudential Standards made under the Banking Act authorise us to collect information about membership of professional or trade associations as part of the required process to assess each applicant's fitness and propriety for the directorship. By applying you expressly consent to our collecting information about your membership of professional and trade associations.

The Banking Act and the Corporations Act authorises us, where relevant, to obtain police checks. We will obtain police checks for all director candidates and for all short-listed applicants.

You will need to consent to our obtaining police checks. You do not have to but if you do not, we will not proceed with your application and director assessment.

What if you do not wish to provide us with information?

If you do not give us the information we require, we will not be able to assess your job application and/or your suitability to be a director candidate.

Why we collect, hold, use and disclose personal information

We collect, hold and use information about you to:

- assess your application for employment with us
- for the appointed representatives of the Bank's Director Nomination Committee to assess your suitability to be a director candidate
- verify information you have given us about yourself and your suitability for the role

- assess, when applicable, whether you are a fit and proper person for employment in an Authorised Deposit-taking Institution under the Banking Act dealing with people's money or to be a director of the Bank
- search the National Personal Insolvency Index and public court action records from available courts according to the relevant state/territory laws/policies
- use as required or authorised by law.

We will disclose your information to other entities such as:

- persons or employers you nominate as referees
- our nominated third-party supplier, CV Check
- the Australian Federal Police, the Australian Criminal Intelligence Commission ('ACIC') or other Police agency when we are required to carry out police checks
- entities that verify identity
- external organisations or individuals that are our assignees, agents or contractors
- our professional advisers, such as lawyers
- your authorised representative
- as required by law.

How we hold your information

We hold your information in the Bank's data storage system. We have security systems to guard against unauthorised access. We also limit access to our employees on a needs basis.

If we decide not to employ you or if you do not become a director we will destroy your personal information held in the Bank's data storage system after 12 months.

Information that you or we provide to our nominated third-party supplier CV Check in the course of undertaking fitness and propriety/due diligence checks will be subject to their data storage policy.

If we decide to employ you, your information will be transferred to our employee records. Employee records are not subject to the Australian Privacy Principles.

If you become a director of the Bank, the law requires us to retain this information for 7 years.

Disclosure to overseas recipients

We may disclose information to overseas recipients if:

- your referees and/or employer(s) reside overseas
- you obtained your educational qualifications overseas.

How you can access and/or correct your information

You can request access to your information at any time. If the information we hold is incorrect, you can request us to correct it.

You can make a request by contacting us, by visiting one of our branches or by telephone. Contact details can be found below.

We do not currently charge any fees for giving you access to your information.

Making a complaint

You may make a complaint to us if you consider that we have not complied with the relevant provisions of the *Privacy Act* and/or the *APPs*.

You can complain:

- in person at one of our branches
- by calling us on 13 61 91
- by email at complaints@australianmutual.bank
- in writing to Privacy Officer, Australian Mutual Bank PO Box 881, Haymarket NSW 1240
- We will deal with your complaint under our internal dispute resolution procedure. We will give you our Complaints Policy – Resolving Problems guide when you make your complaint
- We are also part of an external dispute resolution scheme. If you are not satisfied with how we handled your complaint, you can take the matter there. We will tell you at the time how you can contact the external dispute resolution scheme.

How to contact us

Address: Australian Mutual Bank Ltd
59 Buckingham Street
Surry Hills NSW 2010

Mailing: PO Box 881
Haymarket NSW 1240

Phone: 13 61 91

Email: info@australianmutual.bank