

**Australian
Ethical**



Privacy collection notice

Recruitment

1 Last updated November 2025

Australian Ethical Investment Ltd ("Australian Ethical", "we") is committed to protecting the privacy of your personal information in accordance with the Privacy Act 1988 (Cth). By providing your personal information, you consent to its use as outlined in this notice and our Privacy Policy available at australianethical.com.au/privacy-policy. We may update this notice to reflect changes in our privacy practices.

2 What types of information do we collect and why?

We collect personal information that is relevant to your potential employment with Australian Ethical (whether as an employee or an independent contractor).

The personal information we collect includes anything contained in your application or resume such as:

- your name and contact details;
- employment history;
- qualifications and any other information relevant to your application for employment.

We collect the information directly from you and also from your former employers and nominated referees.

We may also collect sensitive information about you. We will only collect this information with your informed consent and if it is relevant to your employment.

Once submitted, we will use your personal information for the following purposes:

- to assess and administer your application for employment in accordance with our standard recruitment practices;
- to communicate with you in relation to your application; and
- to monitor and review our recruitment practices.

You are not required by law to disclose your personal information to us, but we may not be able to accept or process your application for employment if you do not supply this information.

3 Who do we disclose personal information to and why?

We may use and disclose your personal information to assist us to process your application for employment or contractor positions and to check your references and qualifications. This may include disclosing your personal information to former employers and nominated referees.

We may also store, process or back-up your personal information on servers through third party service providers.

Where your personal information is disclosed to service providers and other organisations, we look to ensure that your personal information is handled in accordance with privacy laws and is not used or disclosed for any purpose other than those to which you have consented (unless otherwise required by or under an Australian law or court/tribunal order).

We (and in some instances, our service providers) may hold personal information in servers located in Australia or with cloud storage providers located overseas

If your application is unsuccessful, we may retain your information on file in case a more appropriate opportunity becomes available. You are free to contact us if you do not wish us to retain your information.

4 Do you have any queries or complaints?

Our Privacy Policy contains information about our privacy practices and how you can access or seek correction of the personal information held by us.

If you have any questions or any complaints about our handling of your personal information, please contact our Privacy Officer on:

1800 021 227

privacy@australianethical.com.au

GPO Box 8, GPO Box Centre, Sydney 2000

australianethical.com.au