

Privacy Collection Notice – Applicants

Snow Medical Research Foundation Limited (Snow Medical) collects personal information from individuals who apply for employment or engagement opportunities with us. This notice explains how we collect, use and disclose your personal information during the recruitment process. Further information is available in our [Privacy Policy](#).

What information do we collect?

We may collect personal information directly from you and, where permitted by law, from third parties such as referees, recruitment agencies, qualification verification services and previous employers.

The personal information we collect may include:

- your name and contact details;
- information contained in your résumé, curriculum vitae and application materials;
- employment history, qualifications, licences, certifications and professional experience;
- referee details and information obtained from referees;
- right to work and eligibility information;
- information generated through our recruitment and application management systems; and
- any other information reasonably necessary to assess your application.

In limited circumstances, we may collect sensitive information (for example, health information, disability related information or criminal history information) where reasonably necessary for recruitment or engagement purposes and where permitted or required by law. We will only collect sensitive information in accordance with applicable privacy laws.

Why do we collect your information?

We collect, use and disclose your personal information to:

- assess and process your application;
- verify your qualifications, experience, references and eligibility for employment or engagement;
- communicate with you about recruitment opportunities and outcomes;
- undertake recruitment administration and record keeping;
- comply with legal, regulatory and governance requirements; and
- if your application is successful, facilitate onboarding and the administration of your employment or engagement.

Snow Medical may use artificial intelligence tools and automated decision support technologies to assist with recruitment administration, screening and assessment processes. Snow Medical does not make significant employment or engagement decisions solely through automated processing. Appropriate human review and oversight are applied before recruitment decisions are made.

Who may we disclose your information to?

We may disclose your personal information to:

- recruitment and professional service providers assisting with the recruitment process;
- referees and verification service providers;
- related entities and service providers that support our operations;

- government agencies, regulators or other bodies where required or authorised by law; and
- service providers located in Australia and, in some circumstances, overseas.

What happens if you do not provide this information?

If you do not provide the personal information requested, we may be unable to assess your application, verify your eligibility or suitability for employment or engagement, progress your application and, if your application is successful, administer your employment or engagement.

More information

Our [Privacy Policy](#) explains:

- how we collect, use, store and disclose personal information;
- overseas disclosures;
- access and correction rights;
- complaints processes; and
- our handling of artificial intelligence tools and automated decision support systems.

We retain recruitment records only for as long as reasonably necessary for recruitment, legal, governance and record keeping purposes and in accordance with our [Privacy Policy](#).

A copy of our [Privacy Policy](#) is available on our website or can be obtained by contacting our Privacy Officer at privacy@snowmedical.org.au.

Acknowledgement

I acknowledge that I have received, read and understood this Privacy Collection Notice and have been provided with access to the Snow Medical [Privacy Policy](#).

I understand that Snow Medical may collect, use and disclose my personal information as described in this notice and the [Privacy Policy](#).

Name: _____

Signature: _____

Date: _____