

Effective: 21 February 2019

<p><b>Outline of our Policy</b></p>	<p>Our Policy sets out:</p> <ul style="list-style-type: none"> <li>• what information we collect and hold</li> <li>• how we collect and hold information</li> <li>• why we collect, hold, use and disclose your information</li> <li>• in what overseas countries we are likely to disclose your information</li> <li>• how you can access your information</li> <li>• how you can seek to correct your information</li> <li>• how you can make a complaint and how we will deal with it.</li> </ul>
<p><b>Information we collect and hold</b></p>	<p>We will collect:</p> <ul style="list-style-type: none"> <li>• your name and contact details</li> <li>• your employment history</li> <li>• your education records where applicable</li> <li>• references from your former employers and other nominated parties</li> <li>• information from third party suppliers for assessment and verification purposes</li> <li>• information about you from social media.</li> </ul>
<p><b>How we collect your information</b></p>	<p>We collect information about you from:</p> <ul style="list-style-type: none"> <li>• you directly</li> <li>• your previous employers to check your employment history and any references your former employers or other nominated parties have provided</li> <li>• our third party suppliers social media.</li> </ul> <p>The Banking Act and the Corporations Act authorises us, where relevant, to obtain background checks. We will obtain relevant background checks for the successful applicant. You will need to consent to our obtaining relevant background checks. You do not have to but if you do not, we will not proceed with your application.</p>
<p><b>How we hold your information</b></p>	<p>We hold your information in our human resources system for a limited time. We have security systems to guard against unauthorised access. We also limit access to our employees on a needs basis.</p>
<p><b>Why we collect, hold, use and disclose personal information</b></p>	<p>We collect and use information about you to:</p> <ul style="list-style-type: none"> <li>• assess your application for employment with us</li> <li>• verify information contained in your job application form</li> <li>• assess, when applicable, whether you are a fit and proper person for employment in an authorised deposit taking institution dealing with people's money.</li> </ul> <p>We do not retain your information if we decide not to employ you and we will destroy your information. 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. We do not disclose your information except when the law requires for some enforcement or investigative process.</p>
<p><b>Disclosure to overseas recipients</b></p>	<p>We will only disclose your information to overseas recipients with your express approval and as a requirement for the completion of all relevant checks.</p>
<p><b>How you can access and/or correct your information</b></p>	<p>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. Contact details can be found on our website at <a href="http://www.gcmutual.bank/contact/contact-us/">www.gcmutual.bank/contact/contact-us/</a></p> <p>We do not currently charge any fees for giving you access to your information.</p>
<p><b>Making a complaint</b></p>	<p>You may make a complaint to us if you consider that we have not complied with the relevant provisions of the APPs or the Privacy Act.</p> <p>You can complain by contacting us directly.</p> <p>Contact details can be found on our website at <a href="http://www.gcmutual.bank/contact/contact-us/">www.gcmutual.bank/contact/contact-us/</a></p> <p>We will deal with your complaint under our internal dispute resolution procedure. We will give you information regarding our complaint handling and dispute resolution procedure upon request.</p> <p>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.</p>