



CEA Technologies - Recruitment Collection Statement

Recruitment Collection Statement

CEA Research and Development Pty Limited, CEA Technologies Pty Limited and their subsidiaries (hereinafter referred to as CEA) may collect personal information from you during recruitment activities. CEA is committed to ensuring that your personal information is handled in accordance with the relevant privacy legislation.

Collection of personal information

When you apply for a position and during the recruitment process you are asked to supply information to enable the processing of your employment application and to enable CEA to evaluate your suitability for the position. Generally, this information includes (but is not limited to):

- Name
- Address
- Personal contact details
- Date of birth
- Gender
- Citizenship and country of birth details
- Referee details
- Passport and/or Visa details
- Health details relevant to perform the role for which you have applied
- Previous employment details
- Qualifications
- Salary details

In most circumstances personal information will be collected directly from you. For instance, you provide us with information when you apply for a position. However, in some circumstances information about you may be provided by third parties, such as executive search firms, third party recruitment providers, previous employers and nominated referees.

We may collect sensitive information about you - for example information about your membership of professional associations, your health, your criminal record and/or racial or ethnic origin. Unless an exception applies, CEA will only collect this information with your consent directly from you or where you have consented to us collecting the information from a third party.

Use of personal information

Personal information collected or held by CEA will be used for managing processes associated with your recruitment for the position you applied for, or with your consent, such other positions as may come up from time to time.

Disclosure of your personal information

Your personal and sensitive information may be disclosed to employees within CEA who have a need to know and any person with a lawful entitlement to obtain the information.



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Transfer of Personal Information

Your personal information may be transferred outside of Australia. In each case, CEA has taken steps to ensure that all information transferred receives an adequate level of data protection.

Consequences of not disclosing the information

If you do not give us the information we seek we may not be able to adequately manage the recruitment and employment relationship.

CEA's Privacy Policy

CEA's Privacy Policy for all recruitment activities can be found at www.cea.com.au under the tab '*Privacy Policy*'.

Contact Information

If you have any questions, concerns or require further information about the collection of personal information, you can contact CEA's Privacy Officer at:

Address: 59-65 Gladstone Street (PO Box 1095) Fyshwick ACT 2609 Australia

Email: privacyofficer@cea.com.au

Telephone: +61 2 6213 0000 (this is a switchboard number, please ask for a Privacy Officer)