



# Spriggy Candidate Privacy Policy and Collection Statement

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Rivva Pty Ltd (**Spriggy, we**) is committed to protecting your privacy and to compliance with the Privacy Act 1988 (Cth). If you have any questions relating to this Candidate Privacy Policy and Collection Statement (**Statement**) or your privacy rights, please contact us.

This Statement applies to candidates applying for positions with Spriggy and provides you with some important information about our collection of personal information that you provide as part of your application for employment with us. If you do not provide the information, we may be unable to progress your application.

You should also be aware that Spriggy's online job applications are facilitated via the BambooHR service, and when you use the Spriggy website to submit your job application you will also be subject to the separate Terms of Service and Privacy Policy of BambooHR. You can access copies of these documents at [spriggy.bamboohr.com/careers](https://spriggy.bamboohr.com/careers).

## Personal information we collect and hold

The types of information that we may collect and hold about you include:

- identity information, such as your name, telephone number, postal or email address date of birth, driver's licence details, passport information;
- your CV and other correspondence, such as a cover letter;
- your work history and education history;
- your tax file number, banking and superannuation details.

## How do we collect your personal information?

We will collect most personal information about you directly from you, such as on the phone, in person or electronically including through our website when you complete an application form or during the interview and recruitment process.

We may also collect personal information about you from third parties, such as your named referees, former employer(s), background check providers, publicly available sources such as social media pages, or (if applicable) recruitment or contractor firms where you have applied to be considered for a job with Spriggy.

Before you provide another person's personal information to us (for example, a referee), you must make them aware (i) that you will be doing this, and obtain their consent, (ii) of the content of this Statement and any other relevant supplementary notices, and (iii) that we will collect, use and share their personal information in accordance with this Statement and any other supplementary privacy notices that we give to you.

## When and why do we collect your personal information?

We will collect, handle and use your personal information so that we can:

- process, manage and evaluate your application for employment with us;
- communicate with you and management our relationship with you;
- protect our legal rights and resolve disputes or complaints; and
- comply with our legal obligations.

Your personal information may be collected at different times during the application and recruitment process, for example as part of your initial application, during an interview, and when checking references provided by you.

We also provide an 'expression of interest' application function, which is available via our website. The purpose of this function is to enable prospective candidates to provide information to be considered for future employment opportunities. If you apply to us using this function, we

will collect your personal information so that we can get in touch with you in the event a new opportunity is created that may suit you, and retain your information to enable us to assess your potential suitability for future job opportunities. We may contact you from time to time about new opportunities. You may contact us at any time to request the removal of your information from this expression of interest talent pool.

### Sharing your information

We will share your personal information internally within Spriggy to progress your job application and the recruitment process. Your personal information will only be shared with those people in Spriggy, on a need to know basis, in order to do their job.

We may also share your information with third parties to support the recruitment process, verify your identity, resolve any complaints and where required or authorised by law. The categories of third parties that we may share your information with are those:

- involved in managing, validating or administering your application, employment or engagement such as third party suppliers, organisations providing education and training or psychometric testing and assessments;
- involved in your employment or engagement such as employment agencies and assessment agencies;
- involved in conducting background checks (in some instances this may involve disclosing personal information overseas for the purposes of conducting background checks if you have lived and/or worked overseas, to those countries where you have lived and/or worked overseas);
- involved in the provision and administration of insurance, superannuation funds and the administration of your remuneration, superannuation, employee benefits, employee share schemes and insurance;
- as required or authorised by law, for example, to government or regulatory bodies (in some instances these regulatory bodies may be overseas); and
- where you have given your consent.

Where Spriggy provides you with links to third party websites or services (for example, to complete a background check), we are not responsible for the content or privacy practices associated with those sites and do not have control over those sites. You should review any privacy policies of those third parties for further information on their privacy practices.

### What if you don't want to provide us with your personal information?

You may choose not to provide us with your information. However, if you are an applicant or referee and do not want to provide us with your personal information, we may not be able to progress the application for employment.

### Protecting your personal information

We take reasonable steps and precautions to keep personal information secure from loss, misuse, and interference, and from unauthorised access, modification or disclosure.

Where information is no longer required to be held or retained by Spriggy for any purpose or legal obligation, we will take all reasonable steps to destroy or de-identify the information accordingly. If at any time you wish to have your personal information that we hold destroyed or de-identified please contact us at [hello@spriggy.com.au](mailto:hello@spriggy.com.au) and we will take reasonable steps to attend to this request, unless there is a requirement for the information to be held or retained by Spriggy to comply with our legal obligations or as may be permitted by law. If you are successful with your application for employment, the personal information we have collected will become part of your employee profile with Spriggy.

## Access to and correction of personal information

You may request access to or correction of the personal information which Spriggy holds about you by contacting our Privacy Officer on the details set out below. We will not charge you a fee for your access request but may charge you the reasonable cost of processing your request. We will seek to provide such information within a reasonable period of time, and in the manner so requested (where reasonable to do so). If you change your contact details (such as your phone number, street address or email address) or if any of your details need to be corrected or updated please let us know as soon as possible. Spriggy may not always be able to give you access to all the personal information we hold about you. If this is the case, we will provide a written explanation of the reasons for our refusal, together with details of our complaints process for if you wish to challenge the decision.

## Privacy Complaints

If you have a complaint relating to our compliance with privacy laws or our treatment of your personal information, please contact our Privacy/Data Protection Officer via email to [hello@spriggy.com.au](mailto:hello@spriggy.com.au). We will investigate your complaint and endeavour to resolve the issue to your satisfaction. If you are not satisfied with the outcome of your complaint, you have the right to lodge a complaint with the Office of the Australian Information Commissioner by telephoning 1300 363 992 or visiting their website at [www.oaic.gov.au](http://www.oaic.gov.au)

## Changes to this Statement

We may, from time to time, update this Statement. The latest version is available in the Careers section of our website and you should check the Statement periodically.