



The Mac Privacy Statement for Job Applicants and Director Candidates

Our commitment

We value your trust in us as a member-owned Credit Union. It is important for us to keep your information secure. As a Credit Union, it is also important for us to keep your information confidential. To achieve this, we will comply with the *Privacy Act 1988* and the *Australian Privacy Principles (APPs)*.

The *Privacy Act 1988* sets out how we are to collect, use, disclose and store personal information.

This Statement contains information about:

- how you can access your information
- how you can seek correction of your information
- how you make a complaint and how we deal with it.

Please see **How you can access and/or correct your information** and **Making a complaint** for more information.

Outline

This Privacy Statement sets out:

- what information we collect and hold
- how we collect and hold your information
- why we collect, hold, use and disclose your information
- what happens if you do not wish to provide us with information
- how you can access your information
- how you can correct your information
- how you can make a complaint and how we will deal with it
- whether we are likely to disclose your information overseas and if so, where
- how you can contact us.

Information we collect and hold

We collect and hold:

- your name, date of birth and evidence of identity
- your contact details
- your resume and employment history
- your education details and qualifications
- references from your former and /or current employers and other nominated referees
- information from third party suppliers for assessment and verification purposes
- information about you from social media
- information from police checks
- where applicable, your current credit history and information about your membership of professional or trade associations.

How we collect your information

We collect information about you from:

- you directly and where applicable, your credit report which we will ask you to provide

- your previous employers to check your employment history, referees that you have nominated and any references you have provided
- any other persons and organisations you have disclosed to us such as professional and industry bodies of which you may be a member, business associates and/or education institutions
- police checks provided by the Australian Federal Police, where applicable
- social media

If you are a director candidate, Prudential Standards made under the Banking Act authorise us to collect information about membership of professional or trade associations as part of the required process to assess each applicant's fitness and propriety for the directorship. By applying, you expressly consent to our collecting information about your membership of professional and trade associations.

The Banking Act and the Corporations Act authorises us, where relevant, to obtain police checks. We will obtain police checks for all director candidates and for all short-listed applicants.

You will need to consent to our obtaining police checks. You do not have to but if you do not, we will not proceed with your application.

What if you do not wish to provide us with information?

If you do not give us the information we require, we will not be able to assess your job application and/or your suitability to be a director.

Why we collect, hold, use and disclose personal information

We collect, hold and use information about you to:

- assess your application for employment with us and/or your suitability to be a director of the Credit Union
- verify information you have given us about yourself and your suitability for the role
- assess, when applicable, whether you are a fit and proper person for employment in an Authorised Deposit-taking Institution under the Banking Act dealing with people's money or to be a director of the Credit Union
- use as required or authorise by law

We will disclose your information to other entities such as

- persons or employers you nominate as referees
- Kinatico CVCheck
- the Australian Federal Police when we are required to carry our police checks
- entities that verify identity
- credit reporting bodies.
- as required by law

How we hold your information

We hold your information in our electronic records management system. We have security systems to guard against unauthorised access. We also limit access to our employees on a needs basis.

We do not retain your information if we decide not to employ you or if your director application is not successful. We will immediately destroy your personal 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.

If you become a director of the Credit Union, the law requires us to retain this information for 7 years.

Disclosure to overseas recipients

We do not currently disclose your information to overseas recipients.

How you can access and/or correct your information

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, by visiting one of our branches or by telephone. Contact details can be found below.

We do not currently charge any fees for giving you access to your information.

Making a complaint

You may make a complaint to us if you consider that we have not complied with the relevant provisions of the *Privacy Act* and/or the *APPs*.

You can complain:

- in person at one of our branches
- by calling us on 1300 622 278
- by email at mail@themaccu.com.au
- in writing to The Mac PO Box 121 Camden NSW 2570

We will deal with your complaint under our internal dispute resolution procedure. We will give you a Guide to our Dispute Resolution Guide when you make your complaint.

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.

How to contact us

In Person: Camden 52B Argyle Street
Tahmoor 7/117 Remembrance Drive

Picton 109-111 Argyle Street

Write to us: The Mac
PO Box 121
CAMDEN NSW 2570

Phone us: 1300 622 278

Email us: mail@themaccu.com.au

