

SYD Collection Notice for the SmartRecruiters Platform

Sydney Airport Corporation Limited (ACN 165 056 360) and its subsidiaries (**SYD, we, our, us**) are committed to protecting your personal information in accordance with the Australian Privacy Principles (**APPs**) set out in the *Privacy Act 1988* (Cth) (**Act**).

Our recruitment process requires you to submit certain personal information (including sensitive information) about yourself via our recruitment platform (**SmartRecruiters Platform**) so that we can assess your suitability for employment. When you submit an application via the SmartRecruiters Platform, we may use and disclose your personal information and/or sensitive information as set out below and as further described in our [Privacy Policy](#).

What Information do we collect and how do we collect it?

We will collect the following types of personal information:

- your contact information and personal details (including your name, title, date of birth, gender, photo, phone number, address, email address);
- your SmartRecruiters Platform credentials, including your username and password;
- your work history and related information that you provide us, including your resume, work certificates and information about your skills, experience and education, details of personal references;
- your response to questions we (or our nominated third party providers) ask you, and any feedback you provide to us; and
- online usage data collected when you use the SmartRecruiters Platform, including cookie information, IP addresses and URL history.

We generally collect your personal information directly from you. However, we may also need to obtain personal information about you from a third party, including from your personal references, a recruitment agency, or an external job board such as LinkedIn or Seek.

How do we use and disclose your personal information?

We will use and disclose your personal and/or sensitive information to process and assess your application, including to:

- manage an application and profile for you on the SmartRecruiters Platform, and communicate with you about your account;
- assess your suitability for the job(s) that you have applied for via the SmartRecruiters Platform;
- store your information in electronic format on the SmartRecruiters Platform for the purpose of building a talent pool of prospective candidates for jobs based on profile matches;
- inform you about other available job opportunities which may match your skills or experience;
- if your application is successful, to set up your internal employee file with SYD and manage your employment relationship with SYD.

We will retain your information in the SmartRecruiters Platform for a period of 2 years so that we can keep you in mind for future recruitment processes. After the 2 year period, we will delete or de-identify your personal information from the SmartRecruiters Platform, except where we are required by law to retain it.

What happens if you do not want to provide your personal information?

If you do not provide your personal information, we will not be able to process your application to work with us.

How can you find out more information?

If you have any questions or concerns about our information handling policies please refer to our Privacy Policy, which includes details on how to contact us as well as more information about who we share your personal information with, the way we collect, use, hold and share your personal information (including countries outside of Australia where your personal information may be shared), how to access or correct your personal information and how to make a complaint.

Contact us

If you have any questions or concerns about this Privacy Notice or our information handling policies, please contact us at:

Privacy Officer, Sydney Airport Corporation Limited
Locked Bag 5000
Sydney International Airport
NSW 2020

Telephone (02)9667 9111
E-mail: privacy@syd.com