

Candidate Privacy Statement

1. General

This candidate privacy statement outlines how Lendi Group, collects, use, discloses transfers and stores personal information as part of our recruitment process. This statement also provides details about your privacy rights as an applicant for a position at Lendi Group.

2. Your privacy is important to us

At Lendi Group we understand your privacy is important to you and we are committed to protecting your personal information that we use for the purposes of processing your job application and managing the recruitment process.

3. Personal information we collect

We may collect, store, and use the following types of personal information for the purpose of considering your potential employment with us.

- **Contact information:** name, address, email address, phone numbers;
- **Identity information:** information to confirm your identity and right to work such as photo ID, passport information, driver's license details, date of birth, birth certificates, visa information;
- **Qualifications and employment information:** information you have provided to us as part of your job application (e.g., current, and former employers and details of your roles, qualifications such as university education, professional memberships), any information contained in social media profiles such as LinkedIn, and any information provided to us by a former employer or a referee;
- **Interview Information:** information about you that you provide during interviews, assessments or at any stage during the recruitment process.

4. Sensitive Information we collect

We may collect sensitive information for specific purposes.

- **Background check information:** criminal history details, bankruptcy checks, regulatory checks, visa status, directorships, employment history, qualifications, and credit information;
- **Health information:** any health information you choose to provide so that we can confirm your ability to perform the role and make reasonable adjustments where required;
- **Financial information:** such as bank account details, superannuation fund information and Tax File Number (TFN), in case you are commence employment with us;

- **Diversity & Inclusion information:** where permitted or required by law, we may ask you to provide information such as ethnicity, sexual orientation, or gender identity.

If we need this type of information, we will ask for your consent.

5. How do we collect personal information

We collect personal information about you from you or from third parties such as recruitment agencies or government agencies.

We may also collect and use information that is publicly available such as LinkedIn.

6. How do we use personal information

We are careful about how we use your personal information. We will use your personal information to do the following:

- keep in touch with you and send you relevant information throughout the recruitment process;
- determine your eligibility for employment with Lendi Group
- consider you for future applications;
- manage risks, comply with our legal obligations, protect our legal rights and to resolve disputes in complaints;
- to understand how our websites and platforms are being used to make improvements to our processes;
for statistical purposes, for example reporting and monitoring diversity and equal opportunities;
- For employment purposes, if you are successful in securing a role with Lendi Group your personal data will be transferred into your employee file.

In some cases, we may have a legal obligation to process your personal data such as a response to a court or regulator order, or to exercise, establish, or defence legal claims.

6. How do we handle and store personal information

Lendi Group is based in Australia and the Philippines, so your personal data is primarily handled and stored in these locations. However, we may hold or process your information on servers located overseas for filtering, hosting or storage purposes, reporting and analytical purposes and for system development testing purposes. If we do this, we make sure that such organisations have the appropriate data handling and security arrangements in place to ensure compliance with this Privacy Policy.

Where your information is sent overseas it is likely to be to one of the following countries:

- The Philippines
- New Zealand

- Germany
- United States

7. How do we handle and store personal information

We retain data relating to recruitment selection and employment in accordance with our record protection processes and comply with relevant laws and regulations.

If you are unsuccessful for a position, we generally do not retain your data beyond ten years from the date we notified you of the decision. Where it may be appropriate to consider you future roles, we may retain your data for longer.

If you are successful in gaining employment within Lendi Group, we have obligations relating to the retention of employee records and will retain your data in accordance with the Australian privacy and employment laws codes and standards.

As a job applicant you may request that we delete your personal information from our current database at any time by emailing us at Talent@Lendi.com.au.

8. Who do we share your personal information with

We may disclose your personal information to comply with our legal obligations and to respond to complaints and claims. We may also disclose your personal information to third parties in connection with the recruitment process, including those that:

- Provide IT, audit and legal services;
- Assess your skills, qualifications, and suitability for the role;
- Perform background, medical and reference checks, where applicable our legal obligations.

9. Accessing and changing your personal information

Generally, you have the right to:

- access the personal data we hold about you;
- have incorrect personal data updated or deleted;
- know where we collected your personal data; and
- make your complaint regarding the way in which you information has been collected handled or disclosed.

You can request that we delete or update your personal information from our current database at any time by emailing us at Talent@Lendi.com.au.

10. How to contact us

If you have any questions about this Candidate Privacy Statement, or wish to access information we hold about you, or lodge a complaint, please contact us using the telephone, postal email details below:

Lendi Group

The Privacy Officer

Aussie

LOCKED BAG 19 ROYAL EXCHANGE NSW 1225

Additional information about privacy rights and obligations, including how to lodge a complaint is available on the website of the office of the Australian Information Commission at www.oaic.gov.au