

GMHBA Limited

Recruitment Privacy Statement

1. Introduction

1.1 Who we are

In this privacy statement:

'GMHBA', 'we', 'us' and 'our' refers to GMHBA Limited (ABN 98 004 417 092) including its health insurance businesses under the following brands – GMHBA Health Insurance and Frank Health Insurance (includes Frank Overseas Visitor Health Cover) - and its health services businesses including GMHBA Eye Care, GMHBA Dental Care, GMHBA Care Co-ordination Service, South Barwon Medical Centre, Lara Medical Centre, Geelong Physiotherapy and GMHBA Hub (which includes sister sites for South Barwon Medical Centre, Geelong Physiotherapy and GMHBA Dental Care.

'you', 'your', 'you're' refers to the person completing an application to an advertised vacancy or to an expression of interest to a future vacancy.

1.2 Definitions

EOI application means an application to an advertised vacancy or an expression of interest to a future vacancy.

Health Information includes sensitive information; and information or an opinion about the health or a disability of an individual, the individual's wishes about the provision of health services, or health services provided or to be provided to an individual.

People & Culture means GMHBA's Limited People & Culture department

Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not. It includes sensitive information and health information.

Sensitive information includes health information; and information or an opinion about an individual's racial origin, political opinion, membership of a political association or trade union, religious beliefs, sexual preferences or criminal record.

2. Collection of your personal information

Personal information collected by GMHBA Limited includes your name, email address and contact details. We also collect information to determine what kind of role you are interested in.

Personal information collected by GMHBA Limited is handled in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles 2014.

3. Purposes for which we collect, hold, use and disclose your personal information

The information collected on EOI applications will only be used to assess your application for employment with us, to engage prospective employees and contractors for positions with GMHBA Limited and to manage successful applications.

As far as possible, we collect your personal information directly from you, unless doing so would be unreasonable or impracticable, such as where we engage an external recruiter in seeking to fill a position.

We may share your personal information with our employees only if they are involved in the recruitment and selection processes.

We may also share your information with external affiliates where they directly related to the purpose of assessing your application with us (e.g. selection test providers, background check providers).

All prospective employees are required to undergo background checks to help assess your suitability to the role for which you have applied.

This may include but not limited to, a criminal history check. We may also contact references, professional or educational institutions whose details are provided by you, as part of our standard recruitment process.

If we do not collect all of the personal information that we require from you, we may be unable to process your application for employment.

In submitting an EOI Application directly to us or via approved external affiliate (e.g. job board, external recruiter) your information is submitted and held directly by our recruitment system provider. Their privacy policy can be found [here](#).

Any enquiry relating to records of a submitted EOI Application should be directed to People & Culture via careers@gmhba.com.au

Any email from us regarding the status of an EOI Application or an employment opportunity will always come from an address ending in GMHBA.com.au, elmotalent.com.au (our recruitment system provider) or an approved external affiliate where directly related to the recruitment process.

We will not disclose your personal details for any purpose that is not related to your relationship with us.

We will not use your personal information provided as a part of EOI application for marketing purposes.

4. Accessing and correcting your personal information

In submitting an EOI application you agree to the terms of this privacy statement and consent to your details be held for the purposes of recruitment. You also agree that your personal information you provide is true, accurate and complete and is not in any way misleading, deceptive or inaccurate.

Any false or misleading information provided by you could lead to the withdrawal of employment.

GMHBA Limited will allow you to access personal information we hold about you as required by law. You can request to update or access your EOI application personal information by emailing People & Culture via peopleandcultureops@gmhba.com.au

5. Transfer of information outside Australia

From time to time we may disclose your personal information to organisations located outside of Australia in the ordinary course of everyday business (for example, organisations that host data processing capabilities in 'The Cloud' or facilitate the sending of emails and SMS). If we do so, we will take reasonable steps to ensure the overseas organisations comply with Australian Privacy Laws.

Further information about transferring of personal information outside of Australia can be found in the [GMHBA Limited Privacy Policy](#).

6. Security of your information

Your personal information will be stored in electronic form. We will take reasonable steps to prevent misuse, unauthorised access, modification or disclosure of your personal information. Further information about security of your personal information can be found in the [GMHBA Limited Privacy Policy](#).

7. Retention of information

We will retain personal information for as long as it is necessary to perform the function to which the information was collected.

After a period of twelve (12) months, your EOI application will no longer be considered for vacancies. You may submit an EOI application to a role you feel matches your skills and experience at any time by visiting the careers page of our website.

8. How to access our privacy policy and changes to the privacy statement

GMHBA Limited privacy policy can be found [here](#). We may change this privacy statement occasionally. We recommend that you review this privacy statement and GMHBA's privacy policy from time to time.

9. How to contact the privacy officer

If you have any questions, concerns or complaints in which your personal information is being collected or handled by us, please:

- Contact the Privacy Officer in writing

The Privacy Officer will try to acknowledge your correspondence within 5 working days of receiving it. We will try to investigate your concern and/or complaint, keep you informed of the progress and provide you with a response in a timely manner.

The Privacy Officer
GMHBA Limited
PO Box 761
Geelong VIC 3220

Or send an email to peopleandcultureops@gmhba.com.au addressed to the Privacy Officer

It is our intention to use our best endeavours to resolve any privacy related complaint to your satisfaction. However, if you are unhappy with our responses, you may contact the Office of the Australian Information Commissioner at www.privacy.gov.au who may investigate your complaint further.

10. How to contact us

If you have any questions or require any more information, we encourage you to contact us at peopleandcultureops@gmhba.com.au

Update effective 1 July 2024.