

# GLENCORE

## Privacy Collection Statement – Applicants for Employment

Protecting your privacy is very important to Glencore Australia Holdings Pty Ltd, and its Australian related bodies corporate (**Glencore, our, us or we**). This Privacy Collection Statement details how we collect, use and manage the Personal Information of employment applicants.

### The Types of Personal Information We Collect

We will collect Personal Information about you including your name, address and contact details, date of birth, gender, work experience, qualifications, and citizenship status or proof of right to work.

We may also collect Sensitive Information about you, for example medical and health related information, information about your race or ethnicity, biometric information, and any disabilities that you may have. We may also collect identification information in order to verify your identity, such as driver's license and passport information. We collect this information where it is reasonably necessary to comply with the law or if it is required to administer aspects of the relationship between you and us. For example, one of our representatives may request that you submit to medical testing as part of the assessment requirements for employment.

We may also ask you to provide contact details for your referees. If you provide us with any Personal Information about your referees, you must inform them that you have provided their Personal Information to us and that we hold it in accordance with our Privacy Policy.

If you are successful in applying for a position at Glencore, we will collect more information about you, such as details of your superannuation, bank account, tax file number and emergency contacts.

### How We Collect Personal Information

We will collect Personal Information in a number of ways, including:

- directly from you (unless it is unreasonable or impracticable to do so); and
- from third parties including current and former employers, authorised representatives, agents or third parties who are authorised to share Personal Information (such as your referees), and publicly available sources of information, such as address validation software and telephone directories.

### Why We Collect Personal Information

We will collect your personal information for a range of different purposes including:

- to consider your application for a role as an employee;

- to assist with future employment opportunities; or
- to review your experience and qualifications during the recruitment process.

If the information you supply is insufficient or inaccurate, our ability to consider you for employment opportunities may be limited.

## Disclosing Personal Information to Third Parties

We may disclose your information to third parties, including:

- joint venture partners;
- third parties who assist us in recruitment and employment processes;
- your authorised representatives (referees, agents, consultants, intermediaries);
- our service providers, for example financial institutions for payment processing, information technology suppliers, maintenance contractors, mailing services and logistics providers and our professional advisors such as accountants, auditors and lawyers; and
- government and regulatory authorities (where required or authorised by law).

Where appropriate, we ask that these third parties hold, use and disclose your Personal Information in accordance with the Privacy Act and other relevant privacy laws.

## Information Held Overseas

We may hold or disclose your Personal Information to our joint venture partners and third party service providers located overseas. If your Personal Information is held overseas, it will most likely be held in Europe.

## How to Access or Correct Your Personal Information

Our Australian Privacy Policy sets out how you may access and correct your Personal Information and how you can lodge a complaint in relation to our treatment of your Personal Information.

Our Australian Privacy Policy is available at <http://www.glencore.com.au/en/Pages/privacy-policy.aspx>

You can contact us by email at [privacy@glencore.com.au](mailto:privacy@glencore.com.au).