

## EMPLOYMENT APPLICATION – PRIVACY STATEMENT

**In submitting your application you are agreeing to your personal information being used as outlined in the following statement. If you do not want your information to be used as follows, please do not submit your details.**

The company to which you are submitting your personal information is Stillwell Motor Group Pty Ltd.

By submitting your application, you will be required to provide personal details, including contact details and application information.

### HOW STILLWELL MOTOR GROUP PTY LTD USE YOUR PERSONAL INFORMATION

Any disclosure on your part is strictly voluntary and will be kept confidential. This information is being collected solely for the purpose of recruitment and assessing your application for employment. Your personal information may be disclosed to third parties involved in the Stillwell Motor Group recruitment process (such as contractors and external organisations engaged to conduct recruitment assessments and checks). As a part of the recruitment process, Stillwell Motor Group may conduct police checks and personal information may be obtained from your referees. If you are successful in obtaining a position, your personal information will form part of your employment record.

In submitting your application, you are consenting to us collecting and using this information for the purposes as indicated, however failure to provide any of the requested details during our recruitment process might affect our ability to assess or further progress your application.

If your application is unsuccessful, Stillwell Motor Group may retain your information and may contact you if a suitable opportunity arises in the future. Please advise us if you do not wish to have your information kept on file.

### WHO HAS ACCESS TO YOUR PERSONAL INFORMATION?

Stillwell Motor Group may share your personal and protected information with third parties for the purpose of recruitment and assessing your application for employment. By submitting your application you are authorising Stillwell Motor Group to pass on your information as part of your application. We do not give information about you to other government agencies, organisations or anyone else unless one of the following applies:

- you have consented;
- you'd expect us to or we have told you we will;
- it is required or authorised by law;
- it will prevent or lessen a serious and imminent threat to somebody's life or health; or
- the disclosure is reasonably necessary for law enforcement or for the protection of public revenue.

### EQUAL OPPORTUNITY

Stillwell Motor Group is an equal opportunity employer, and seeks to select the best-qualified individual for the job based upon job related qualifications and does not discriminate against anyone for any reason. For more information on equal opportunity visit the Australian Human Rights Commission's website: <http://www.humanrights.gov.au/>

### PROOF OF ELIGIBILITY TO WORK

All applicants hired will be required to provide proof of eligibility to work in the country in which they are applying.

### HOW TO CONTACT US

If you have any concerns, enquires or questions about this privacy statement, the handling of personal information, the practices of this site, or your dealings with Stillwell Motor Group, you can contact us in the following ways:

Email: [hr@stillwellmotorgroup.com.au](mailto:hr@stillwellmotorgroup.com.au)

Telephone: (03) 9550 5300

Post: Stillwell Motor Group  
Building 41, Clayton Business Park  
1508 Centre Road,  
Clayton VIC 3168

### **CHANGES TO OUR POLICY**

Our handling of any information we collect from you (including information previously collected) will be governed by the most current version of this Privacy Statement. Please check this Privacy Statement regularly.

### **MORE INFORMATION ABOUT PRIVACY**

For more information about privacy issues in Australia and protecting your privacy, visit the [Australian Federal Privacy Commissioner's](http://www.privacy.gov.au/) website: <http://www.privacy.gov.au/>