



## **Recruitment, Pre-screening, Assessment and Onboarding Privacy Statement**

Please read this statement carefully. By continuing with your application, you are agreeing for Savanna Solutions to collect and use your personal information for use in the recruitment and interview process and for conducting pre-employment screening checks as part of our recruitment and selection process. If you do not agree to provide the personal information requested, Savanna Solutions may not be able to consider your application. 'Personal information' is information or an opinion from which you can be identified or are reasonably identifiable. The protection of personal information is required by the Privacy legislation – Privacy Amendment (Enhancing Privacy Protection) Act 2012 (C'th), the "Privacy Act"). Privacy Regulations 2013 (C'th), All employees and officers of Savanna Solutions are expected to comply with the Privacy Act and Savanna Solutions policies and procedures concerning the protection of personal information. This policy explains our practices with regard to collecting and processing the personal information of job applicants.

This policy is based on the following principles:

- Your personal information will not be shared other than in accordance with this policy, with your permission or otherwise in accordance with the Privacy Act.
- We will only use your personal information for the purpose for which it was provided, a related purpose for which you would reasonably expect the information to be used, a purpose disclosed to you at the time of collection, or the purposes otherwise set out in this policy.

### **Collection**

Savanna Solutions collects and uses personal information about you for purposes relating to your application for employment and recruitment. We collect this information directly from you as part of the recruitment process and from third parties in relation to pre-employment screening checks and for the purposes of considering your application. If you submit an application for employment opportunities through Savanna Solutions, we may conduct some, or all of the following pre-employment screening checks:

- Confirmation of education and / or previous employment
- Reference checks of referees you nominate and other third parties such as Job Service Providers
- Confirmation of Professional memberships
- Medical Checks
- Tax File Numbers
- Customer Reference Numbers (Centrelink)
- Self-Disclosure Medical Questionnaire
- Pre-Employment Medical
- National Criminal History Checks including Medicare and bank card details.
- Academic Qualification Check
- Entitlement to Work in Australia
- Personality and Ability tests
- Drug and Alcohol Tests
- Hearing Tests

- Literacy Learning Numeracy (LLN) Tests
- 100 Point Identity
- Driving Licence and Birth Certificates
- Working with Children's Card
- Unique Student Identifier (USI) Number
- Visa information including working provisions.

Where required by law, or relevant to a position which you are applying for.

Savanna Solutions may conduct some or all of the following pre-employment screening checks for the purpose of obtaining Security Clearances on your behalf if required:

- Criminal History Check
- Working with Children Card
- Visa Checks
- NDIS Registrations

Personal information collected and held by Savanna Solutions may include phone numbers, addresses (including email address) and other contact details, passport and visa details, employment history, and financial information. Requests may include a Working with Children Card (Ochre Card) in the NT or equivalent from other States and Territories.

## **Use and Disclosure**

Your Personal Information is used to assess your suitability for the job/s you apply for and is stored in electronic format in a database. It may also be stored in hard copy to the extent required (for example, to conduct interviews). However, it may also be used to assess your suitability for other roles through Savanna Solutions and its related entities. Any personal details that you provide to us as a result of accessing the Website and sending us emails will only be used for the purpose of dealing with your request or enquiry. We do not use or disclose personal details that you provide to us for the purposes of direct marketing or any similar purposes.

## **Disclosing Personal Information**

We may share personal information on a confidential basis with related companies, joint venture and alliance partners, and contractors performing services for Savanna Solutions. Such contractors may include, for example, information technology providers or Project Contractors, National Police Checks, Apprenticeships Centres, Group Training Organisations, employees, insurers, human resources consultants and Government departments. We will not be disclosing details of your personal information unless you are signing up for employment through their process or as part of the pre-screening and assessment process.

We may disclose your Personal Information to third parties for the purpose of conducting the pre-employment screening checks listed above. Savanna Solutions will only make such disclosures to achieve the purpose for which the information was provided. Otherwise, Savanna Solutions' policy is not to disclose personal information to any unrelated third party, except with consent or where we are permitted by law to do so. We may disclose personal information to third parties (for example, to a cloud service provider for data storage). All efforts are made to ensure that data remains in Australia. Before disclosing any personal information to a recipient, Savanna Solutions will take reasonable steps in the circumstances to ensure the recipient complies with the

Australian Privacy Principles or is bound by a substantially similar privacy scheme unless the disclosure is consented to by the relevant individual or otherwise required or permitted by law.

### **Resumes**

If you submit a resume to us then we may disclose the résumé to related companies, joint ventures, and alliance partners (see "Disclosing Personal Information" above). Savanna Solutions will only make such disclosures for the purpose of your application being considered. We and our related companies, joint ventures and alliance partners may keep your resume on file for a reasonable period of time for that purpose.

### **Data Quality**

At any time, you may access your account to update your profile and/or résumé thereby ensuring the information Savanna Solutions holds about you is accurate, up-to-date, complete, relevant, and not misleading.

### **EEO (Equal Employment Opportunity)**

Savanna Solutions aims to apply the best practice principles of equal employment opportunity (EEO) and to provide a work environment free from unlawful discrimination and harassment. We all play a role in delivering equity, diversity, and an environment free of harassment.

### **Security of Information**

You should be aware that the internet is not a secure environment. However, Savanna Solutions takes reasonable steps to ensure that any personal information collected is held securely. In addition, only authorised personnel have access to personal information. Such personnel are always required to comply with Savanna Solutions' privacy policy and to ensure the confidentiality of this information.

### **Access and Correction**

It is your responsibility to keep your login and password details private to prevent unauthorised access. You may access your account online to see the details of your personal information, update, create new applications and activate or deactivate your registration for job mail and job alerts at any time. Should you wish to remove your account, please contact Savanna Solutions Coordinator at [admin@savannasolutions.com.au](mailto:admin@savannasolutions.com.au)

### **Storage**

This online recruitment and pre-screening process is powered by JobAdder. Your personal information is stored securely within Australia and managed in accordance with JobAdder's privacy and data protection obligations. JobAdder complies with the Australian Privacy Principles and employs robust encryption, access controls, and data retention protocols.®. When you submit your online applications, your personal information is stored in Australia. JobAdder meets stringent privacy obligations regarding access, storage, and handling of your personal information. JobAdder also has a separate Privacy Policy for your information.

### **Notifiable Data Breach (NDB)**

A notifiable data breach applies to data breaches involving personal information that are likely to result in serious harm to any individual affected. Savanna Solutions is committed to maintaining a high level of data security and managing personal information in

accordance with the Privacy Act 1988 (Cth). Where a data breach is known to have occurred and has been assessed a notifiable breach Savanna Solutions will issue a statement to whom the relevant information relates and report to The Office of the Australian Information Commissioner.

### **Complaints and Privacy Policy**

If you have a complaint or require information about how Savanna Solutions handles personal information or any privacy issues, please contact our Privacy Officer on 08 8979998004 or in writing at the address below.

Savanna Solutions Privacy Policy contains details of how to raise a complaint and how complaints are handled. Savanna Solutions Privacy Policy is available on its website at [www.savannasolutions.com.au](http://www.savannasolutions.com.au)

A copy will be provided to you upon request.

### **Our Contact Details**

Savanna Solutions – Privacy  
Officer PO Box 733  
Katherine NT 0851  
Email: [admin@savannasolutions.com.au](mailto:admin@savannasolutions.com.au)  
08 779998004

All concerns or queries raised will be investigated and response will be provided within 48 hours.

### **Links**

The following website may be of interest should you require further information:  
<https://www.oaic.gov.au/privacy-law/privacy-act/australian-privacy-principles>

### **Monitoring and review**

This policy is reviewed on an annual basis by the Senior Leadership Team. More information on the Australian Privacy Principles can be found at [www.oaic.gov.au](http://www.oaic.gov.au) (Office of the Australian Information Commissioner).

### **Authorised by**

This policy seeks advice for any changes from the Security Officer.

This policy is authorised by the Senior Leadership Team and is endorsed by the Managing Director.