
RECRUITMENT COLLECTION NOTICE

GLOBAL



JUNE 2024

RECRUITMENT COLLECTION NOTICE

The following is a pro forma notification statement for the Adara Group:

Thank you for applying for employment with the Adara Group.

By applying for employment with us, you agree to be bound by the terms of the Adara Group's [Privacy Policy](#).

This document explains how we will handle personal information about you in considering your application for employment.

For individuals located in Uganda, the collection and processing of your personal information by the Adara Group will be subject to the Data Protection and Privacy Act 2019. Our [Uganda Privacy Policy](#) contains the information that must be provided to you when we collect your personal information.

WHO COLLECTS YOUR PERSONAL INFORMATION

Your personal information is collected by Adara Development, Adara Advisors Pty. Limited and Adara Partners (Australia) Pty. Limited (collectively the Adara Group).

When you apply for employment with us, we are required to collect and verify information about you.

TYPES OF INFORMATION WE COLLECT

We collect personal information provided directly or indirectly by you or from a referee you have identified to us when you apply for employment with us. The types of information we may collect include:

- Information from your cover letter and CV – including your name, address, phone numbers, email address, skills and other employment history details
- Information collected during the interview process
- Confirmation of education and/or previous employment
- Reference checks of referees you nominate and other third parties
- Confirmation of professional memberships
- Entitlement to work in Australia, Nepal, Uganda or USA (as applicable)
- National police checks
- Working with Children Checks in Australia
- Personality and ability tests
- Proof of identity, such as passport and/or driver's licence

HOW THIS INFORMATION IS USED

The personal information you provide to us will be used to help us understand your background, qualification and experience to assess your application for employment with us and verify information contained in your application.

We may disclose this information to persons within and outside the organisation, both in the place of the position applied for and overseas. Individuals outside the organisation who we may disclose your information to include parties we engage to assist us in the recruitment process (such as recruitment and HR professionals).

We may also disclose your personal information to referees whose name you provide to us, previous employers, educational institutions, government agencies, industry contacts as well as third parties, for the purposes of conducting pre-employment screening checks or if required by law.

By applying for employment with us, you agree that we may disclose your personal information in any of these circumstances.

You may withdraw your consent to use or disclose your personal information at any time. To withdraw this consent please contact the People and Culture team (see details below). We will not be able to assess your job application if you withdraw your consent.

After we have reviewed the information you provide to us, we will make a decision whether or not to offer you employment. If we make an offer to you, the information you provide to us forms part of your employee record. If we do not make an offer to you at this stage, we will retain your file only for as long as we need it (usually up to 2 years after we receive your application). When we no longer need your information, we take reasonable steps to destroy or de-identify it.

Our [Privacy Policy](#) contains information about how you may access and seek correction about personal information about you that we hold, and about how you may complain about a breach of the Australian Privacy Principles and how we deal with complaints.

If you want to know more about our privacy practices, please contact the People and Culture team at careers@adaragroup.org or +61 2 9395 2800.