

Ampol Recruitment Privacy Collection Statement

1. This Privacy Collection Statement describes how Ampol Limited (ACN 004 201 307) and its related bodies corporate in Australia, Singapore and United States (together, **Ampol Group**) collect, use and disclose your personal information if you:

- a. apply for a role with us,
- b. express interest in employment with the Ampol group, or
- c. participate in necessary pre-employment administration processes (including pre-employment testing) for the purposes of employment with the Ampol Group

(together, **Recruitment Process**).

2. In this statement Ampol Group is interchangeably referred to as "Ampol", "Ampol Group", "we" or "us".

3. Examples of personal information that we may collect as part of the Recruitment Process include:

- a. contact details, such as your name, address, telephone number and email address,
- b. other personal information included in resumes, such as academic qualifications, employment history, and referee details;
- c. licenses, memberships or certifications by professional organisations (such as legal, accounting, engineering) and other similar information that evidences your qualification and/or ability to perform the requirements of the role;
- d. details of identification documents, such as your passport, for the purpose of conducting pre-employment background checks;
- e. photographs and videos; and
- f. results of psychometric or aptitude testing and of pre-employment medical, working rights, criminal record and other background checks.

4. Personal information that we collect about you may include "sensitive information" such as health information, information about your race or ethnic origin, or trade union memberships. We will only collect sensitive information about you with your prior consent, unless we are permitted or required by law to do so without consent (for example, where necessary for reasons of public health).

5. If we cannot collect personal information that we require from you, or if the information is inaccurate or incomplete, we may be unable to process your job application or a Recruitment Process with us.

6. The main way in which we collect your personal information is directly from you (for example, when you provide us with a copy of your resume or identification documents). We also collect personal information about you from third parties and through other

means, including without your direct involvement. For instance, we may collect your personal information from publicly available sources of information (such as social media platforms), or third parties that provide services to us. These include third parties that provide recruitment services, working rights verification services, medical assessments and third parties who carry out various background checks for us.

7. As part of an applicant pre-screening process, prior to making an offer of employment, we may contact third parties, such as your current or previous employer or educational institution, to verify the information you provided to us. We will notify you prior to making any verification enquiries.

8. We collect, use and disclose your personal information covered in this Privacy Collection Statement for the following purposes:

- a. to facilitate our recruitment processes;
- b. human resources, workforce management, organisational analysis and development purposes;
- c. health, safety, and security purposes;
- d. compliance purposes; and/pr
- e. related secondary purposes, such as audits, investigations, dispute resolution or insurance purposes.

9. We may disclose your personal information to third parties in the course of our business activities. These third parties may include:

- a. recruitment agencies and other third party services providers: to assist Ampol with recruitment activities, including for pre-employment and ongoing background screening where required in the role; and
- b. medical specialists: including to determine fitness for work; and
- c. international service providers including those that provide IT or payroll or other similar services involved in the administration of the employment relationship (for example those that offer cloud-based HR information systems).

10. We may also disclose your personal information to comply with legislative and regulatory requirements or in connection with law enforcement activities, for example, to assist police investigations.

11. Please refer to Ampol Group's Privacy Policy for further details on how Ampol Group manages your personal information, including on how we keep your information secure. Our Privacy Policy also details how you can seek access to, or correction of, your personal information, or how you can make a complaint about Ampol Group's handling of your personal information.

12. If you would like more information concerning Ampol's approach to privacy or have any concerns above how we handle your personal information you can contact Ampol's Privacy Compliance Officer using the following contact details:

By post: The Privacy Compliance Officer
Ampol Limited
29-33 Bourke Road
Alexandria NSW 2015

Online: <https://www.ampol.com.au/get-in-touch> – using our secure enquiry form