



## **Brisbane Airport Corporation (Pty Ltd) and Applicants for Employment**

When you apply to work for Brisbane Airport Corporation or one of our contractors or service providers, we will collect your personal information.

### **Information we collect**

We will collect personal information such as your name, postal address, email address, phone number, date of birth, gender, nationality, race or ethnicity, work experience, qualifications, citizenship status or proof of right to work, drivers licence, passport details, ASIC number and other publicly available information. We will also collect medical and health information including any conditions you may have, if this information is relevant to the role you are applying for.

We may also ask you to provide contact details of your referees. If you provide us with any personal information about your referees, you must ensure that they are aware you have provided their personal information to us.

If you are successful in applying for a position at Brisbane Airport Corporation, we may collect more information about you, such as details of your superannuation, bank account, tax file number and emergency contacts. We may also ask you to undertake medical examinations if they are relevant to the role you have applied for.

We will not disclose your personal information for any other purpose, other than as required by law or to manage your employment relationship with us.

### **How we collect your personal information**

We will collect your personal information directly from you when you contact us or enter our premises. We may also collect your personal information indirectly from third parties you have authorised to share your personal information, such as your employer, as well as publicly available sources.

For more information about how we collect, hold and secure personal information see our privacy policy.

### **Why we collect your personal information**

We collect your personal information to allow us to consider, review and assess your application for employment with Brisbane Airport or one of our contractors.

If you do not provide your personal information, or the information you supply is insufficient or inaccurate, we may not be able to provide you with an opportunity to apply, or fully consider you for employment opportunities.

### **Disclosing your information**

We may disclose your information to third parties who assist us in recruitment and employment processes. We ask that these third parties hold, use and disclose your personal information in accordance with the Privacy Act and other relevant laws.

### **How to access or correct your personal information**

You can contact us about your personal information or our privacy policy at [privacy@bne.com.au](mailto:privacy@bne.com.au) or you can go to our website and submit an enquiry form at [www.bne.com.au/feedback](http://www.bne.com.au/feedback). For more information see our Privacy Policy.