



1. INTRODUCTION

We are committed to protecting your privacy. This Statement explains how we collect, use, store and share your Personal Information.

Please read this Candidate Privacy Statement which describes how GrainCorp Limited and its related bodies corporate (“GrainCorp” “Company” “we” “us” “our”) will handle Personal Information collected from you as part of GrainCorp’s recruitment process.

2. WHO IS RESPONSIBLE FOR YOUR PERSONAL INFORMATION?

The controller and processor of your Personal Information is GrainCorp Limited and its related bodies corporate.

3. WHAT PERSONAL INFORMATION DO WE COLLECT?

Personal Information is information and data relating to an identified or identifiable natural person that is processed by or on behalf of GrainCorp.

The Personal Information we collect may include:

- General information, such as your name, email address, home or mailing address, telephone numbers jobs that you are interested in, and opinions and feedback on interviews and our service.
- Specific information, such as your qualifications and employment history, your eligibility to work in a relevant country, and your health (see below).

Sensitive Information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, sexual orientation and sex life, genetic data, biometric data, litigation or convictions, and details about your health, will only be collected and processed by GrainCorp if such processing is necessary to comply with relevant laws and regulations, or where you provide this information voluntarily or otherwise consent for us to do so.

We, or a third party acting on behalf of us, may request that you undertake a health assessment as part of the recruitment process. Health information is used by us to assess your suitability for conducting certain forms of work (i.e. manual handling, working at heights, etc), to ensure your continued safety and the safety of others at our workplaces.

If you choose not to provide certain Personal Information, we may not be able to progress your application for a position at GrainCorp.

4. HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We collect some of your information directly from you, either through information that you give to us, or information that we collect during your visits to our websites, or through communications with us. We also collect some information from other third parties.

You may share Personal Information about yourself and your circumstances by:

- subscribing (creating a candidate account) on our online careers portal;
- filling in forms and sending them to us;
- giving us information about yourself in any communications with us either by telephone, e-mail, post, or otherwise.



We may collect Personal Information about you:

- when you call or email us;
- when you complete a job application on our online career portal;
- when you apply for a position in person;
- when a referral is made by a professional contact;
- which is publicly available through websites, databases and social media networks, such as but not limited to LinkedIn, SEEK and Indeed.

We may receive Personal Information about you from other third parties, such as:

- where we request references;
- identity verification databases;
- background check providers;
- health service providers;
- assessment providers (e.g. psychometric testing).

If you choose not to provide certain Personal Information, we may not be able to progress your application for a position at GrainCorp.

5. FOR WHICH PURPOSES WILL WE USE YOUR PERSONAL INFORMATION?

We use your Personal Information for the legitimate interests of our business to enable us to:

- assess your suitability for employment with GrainCorp;
- contact you about new job opportunities at GrainCorp;
- if your application is successful, commence your employment at GrainCorp;
- update our databases and improve our services to you;
- assess, monitor, and report on our internal practices and policies with respect to diversity;
- comply with any laws that apply to us.

We may also engage in limited automated decision making when you submit your application for employment. This may take the form of specific questions asked of you during the application process, which will automatically determine whether your application will progress. To understand your rights concerning automated decision making, please see Section 10.

We have a legitimate interest in processing your information as:

- we will both benefit;



- we are required to ensure health and safety at our premises and of the people that work for us, and we have a legitimate interest in ensuring any processes are effective;
- we would be unable to provide a service to you without processing your information.

We consider that it is reasonable for us to process your Personal Information for the purposes of our legitimate interests as outlined above, as we process your Personal Information only so far as is necessary to achieve the purposes outlined in this Statement, and the processing of your Personal Information does not unreasonably intrude on your privacy.

6. WHO DO WE SHARE YOUR INFORMATION WITH?

We may share your Personal Information with:

- individuals or organisations in the course of undertaking reference checks, background checks or health assessments;
- any government, law enforcement agencies or regulators (such as immigration authorities) or any other regulator as required by law;
- members of the GrainCorp Group of Companies.

The service provider we use for our online careers portal, Oracle, will also receive the information that you provide through the portal. Oracle operates internationally and will store the Personal Information it collects in the United States, in compliance with privacy and other laws of other jurisdictions. Please refer to our service provider's [privacy policy](#), if you require further information.

7. TRANSFERRING YOUR PERSONAL INFORMATION ABROAD

We may transfer your Personal Information abroad if required for the purposes as outlined in this Statement. This may include countries which do not provide the same level of protection as the laws of your home country. We take steps to put in place appropriate or suitable safeguards as required by the General Data Protection Regulation (EU) 2016/679 or other relevant laws.

8. RETENTION OF YOUR PERSONAL INFORMATION

GrainCorp's aim is to keep your Personal Information for no longer than is necessary for regulatory or business reasons. The amount of time that records are kept for varies depending upon the type of Personal Information they contain.

9. SECURITY OF YOUR PERSONAL INFORMATION

We may store your Personal Information electronically or in hard copy, in our own storage facilities or in storage facilities operated by third parties. We have put in place reasonable physical, technical and organisational measures to safeguard the information we hold. Such measures include, but are not limited to: system access restrictions and authentication, firewall and virus protection systems, and physical security systems.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your Personal Information, we cannot guarantee the security of your Personal Information transmitted to us; any transmission is at your own risk.

If you have reason to believe that your interaction with us is no longer secure please immediately notify us of the problem by contacting us at privacy.officer@graincorp.com.au. In the unlikely event that we believe the security of your Personal Information in our possession or control may have been compromised, we may seek to notify you of that development. If such a notification is appropriate, we will endeavour to do so as promptly as possible under the circumstances.

You are reminded that if you have a candidate account with us, you are responsible for maintaining the strict confidentiality of your account password, and you are responsible for any activity under your account and password. It is your sole responsibility to control the dissemination and use of your password, control access to



and use of your account, and notify us when you wish to cancel your account. We will not be responsible for any loss or damage arising from your failure to comply with this obligation.

10. WHAT RIGHTS DO YOU HAVE?

You have a number of rights concerning the Personal Information we hold about you.

You have the right to:

- request access to your personal information
- ask us to rectify any inaccurate personal information
- ask us to erase your personal information
- ask us to restrict or block the processing of your personal information
- port your personal information;
- object to our processing of your personal information;
- not be subject to automated decisions;
- withdraw your consent

If you wish to do any of the above, please send an email to privacy.officer@graincorp.com.au.

11. WHAT IF YOU HAVE A COMPLAINT?

If you have any concerns regarding our processing of your Personal Information, or are not satisfied with our handling of any request made by you, or would otherwise like to make a complaint, please contact the Privacy Officer (Privacy Officer, GrainCorp Limited, PO Box A268 Sydney South NSW 1235); or by email at privacy.officer@graincorp.com.au.

If you are not satisfied with our response, you may raise your complaint to your national data privacy regulator.

12. CHANGES TO THIS STATEMENT

This Statement is effective from 25 May 2018. We reserve the right to update this Statement if it is deemed necessary, and we will publish the update on the online careers portal.

CONSENT

By consenting to this Candidate Privacy Statement, you:

- acknowledge that you have read and understand this Candidate Privacy Statement;
- consent to GrainCorp handling your Personal Information in accordance with this Candidate Privacy Statement; and

confirm that all information you provide to GrainCorp on our online careers portal or during the recruitment process is complete, accurate and in no way false or misleading.