

Recruitment notification and consent statement

Scope

StateCover is committed to upholding the privacy standards set out in the Privacy Act 1988 and the Australian Privacy Principles. This applies to all individuals who apply for an advertised role with StateCover.

Terms and conditions

In this statement, a reference to 'organisation,' 'we,' 'our' or 'us' includes StateCover Mutual and its current and future related bodies corporate and affiliates. 'You' or 'your' refers to the person or persons giving this consent.

Please read this information carefully and thoroughly.

What will your information be used for?

The information you provide in your application is collected by us for the purpose of considering you for employment or to update you on employment opportunities.

What information do we need from you?

To be considered for employment or to be updated on employment opportunities, you will be asked to provide us with personal information. This information includes but is not limited to:

- Your name
- Contact details
- Resume
- Employment history
- Education background (if applicable).

If you choose not to provide any of the information requested, we will be unable to fully process your application, properly consider you for employment, or send you information in relation to employment opportunities. All information submitted to us must be true and correct. You must not post or upload inaccurate, incomplete, false or misleading information.

Background screening including but not limited to references, right to work, police checks, and qualifications (if applicable) will be required in the subsequent recruitment stages.

Should you provide information that was not requested, this information will be handled in accordance with our [Privacy Policy](#).

How will your information be collected?

We collect information from you when you complete the online application process as well as at other stages during the selection process, including references and background screening. We require this information to be able to consider your application within our organisation and will be unable to progress your application without this information.

How will your information be stored and accessed?

Your online information will be held by a third-party data centre and is only available for access by StateCover. The third-party data centre utilises cloud-based storage on servers located in Australia to store personal information. No access will be provided to any other outside party.

Should you wish to change any of your details, please contact the People & Culture team at talent@statecover.net.au.

Who your information may be disclosed to

We may disclose the information you submit to referees and other relevant organisations who perform services on our behalf during the recruitment process. The disclosure of your information is for the purposes of processing your application for employment and/or identifying other employment opportunities for you. Other than as stated here, we will not disclose personal information you provide to any outside party, except where you provide your express consent to do so. Any offer of employment will be subject to you obtaining all necessary background checks, memberships, and qualifications required for your position.

Retention and deletion

If your application is successful, we will retain your information as part of your employment records.

If your application is unsuccessful, we may retain your information on file for 12 months and may contact you if a suitable employment opportunity arises or if there are other positions available that may be of interest to you.

By applying for this role, you consent to our data processing. You may withdraw your consent at any time by contacting the People & Culture team at talent@statecover.net.au who will remove your information from our system.

Questions and complaints

If you wish to access or update your personal information, please contact our People & Culture team at talent@statecover.net.au. If you want to access further information or believe there has been a breach, please refer to our [Privacy Policy](#).