

PRIVACY COLLECTION NOTICE

1. About this privacy collection notice

This privacy collection notice is provided by CVS Vets (Australia) Pty Ltd ACN 667 654 686 and its related bodies corporate c/- BDO Services, Level 18, 360 Queen Street, Brisbane QLD 4000 (**CVS, we, us, our**).

This notice applies to job applicants, prospective employees, contractors, locums, students and other recruitment candidates.

This notice should be read together with our [Privacy Policy](#), available on our website.

Your personal information is protected by law, including the *Privacy Act 1988* (Cth) and the Australian Privacy Principles.

This notice explains how we collect, use, disclose and manage personal information during our recruitment processes.

If you have any questions about this notice, please contact us at dataprotection@cvsvets.com.au.

2. How we collect your information

We generally collect personal information directly from you when you:

- submit a job application;
- provide a resume, cover letter or supporting documentation;
- participate in interviews, assessments or recruitment activities;
- join our Talent Community or talent pool;
- register your interest in employment opportunities with CVS;
- provide your details at conferences, industry events, careers fairs, university events or networking functions;
- visit a CVS exhibition or recruitment stand and provide your details;
- enter a competition, promotion, giveaway or prize draw conducted by CVS;
- subscribe to receive recruitment updates, vacancy alerts or industry insights; or
- communicate with us regarding employment opportunities

We may also collect personal information from other sources, including:

- recruitment agencies and labour hire providers;
- referees nominated by you;
- professional registration bodies and industry associations;
- publicly available sources, including LinkedIn, Seek and similar professional networking or recruitment platforms;
- background screening, qualification verification and identity verification providers; and
- other CVS entities involved in the recruitment process.

The types of personal information we collect may include:

- your name and contact details;
- date of birth;
- employment history and qualifications;
- professional registrations, memberships and credentials;
- information contained in your resume, cover letter and application materials;
- interview notes and assessment results;
- referee feedback;
- right to work and visa information;
- identification documents;
- police checks; and
- health information or other sensitive information where reasonably necessary for recruitment or employment related purposes and permitted by law.

Where we collect sensitive information, such as health information, criminal history information or professional conduct information, we will generally do so with your consent or as otherwise permitted by law.

3. Why we collect your personal information and the consequences if we do not

We collect, use and disclose your personal information for recruitment and employment related purposes, including to:

- assess your suitability for current and future employment opportunities;
- verify your qualifications, experience, licences and registrations;
- conduct reference checks and background screening;
- assess your right to work in Australia;
- communicate with you about recruitment opportunities and the progress of your application;
- determine appropriate remuneration and employment arrangements;
- meet legal, regulatory and professional obligations;
- defend, establish or exercise legal claims; and
- consider you for future opportunities within CVS where you have agreed to be considered.

If we cannot collect your personal information, we may be unable to:

- assess your application;
- verify your qualifications, experience or suitability for employment;
- progress your application through our recruitment process;
- make an offer of employment; or
- comply with our legal and regulatory obligations.

If you are successful in obtaining a role with CVS, some of the information collected during recruitment may form part of your employment records.

4. Who we disclose your personal information to

We may disclose your personal information on a need-to-know basis for recruitment purposes to:

- CVS group companies and related bodies corporate;
- managers and employees involved in assessing your application;
- recruitment agencies and labour hire providers;
- professional advisers, including lawyers, accountants and employment advisers;
- qualification, reference, identity and background screening providers;
- professional registration bodies;
- government agencies, regulators and law enforcement bodies where required or authorised by law;
- information technology and cloud service providers that support our recruitment systems; and
- insurers and other service providers engaged in connection with recruitment and employment matters.

We only disclose personal information where reasonably necessary for the purposes described in this notice or as otherwise authorised or required by law.

5. More information

Our [Privacy Policy](#) contains further information about:

- how to contact us;
- how you may request access to personal information we hold about you;
- how you may request correction of your personal information;
- how you may make a privacy complaint; and
- how we will deal with a privacy complaint.

For privacy enquiries, please contact: dataprotection@cvs vets.com.au

6. Likely cross-border disclosures of personal information

We may disclose your personal information to recipients located outside Australia.

Those recipients are likely to be located in:

- the United Kingdom, including CVS Group plc and related group entities; and
- other countries where our service providers host or process data on our behalf.

When we disclose personal information overseas, we take reasonable steps to ensure recipients handle that information in accordance with applicable privacy and data protection requirements, including through contractual protections where appropriate.