

# Information notice for job applicants - Dedalus Australia

Dedalus Australia ("Dedalus") attaches a great deal of importance to and intends to pay particular attention to protecting your personal information and respecting your privacy.

The aim of this privacy policy (the "**Policy**") is therefore to inform you of how your personal information is collected, used and disclosed (processed) when you submit your application for a position within Dedalus (paid employment, internship, etc.).

In this regard, please note that Dedalus is deemed to act as the responsible entity (controller) of your personal information (hereinafter referred to as "**we**", "**us**" and "**our**"). Please refer to Section 7 ("*How can you contact us?*") below to access the contact details.

## 1

### WHAT PERSONAL INFORMATION DO WE COLLECT?

We collect the following categories of personal information about you:

- Identification data (e.g., surname, first name, date of birth, etc.).
- Professional and educational data (e.g., resume, identity of your current employer (if applicable).
- Evaluation data regarding your professional skills, including the results of practical tests performed during the recruitment process
- Personal information (i.e., data relating to your personal life, as it appears on your resume or that you voluntarily convey in your exchanges with us, such as your hobbies or your marital status).
- Economic data (e.g., your current salary and salary expectations, etc.).
- Health-related data (e.g., information regarding disability) and other special categories of data (e.g., racial, or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership) if applicable pursuant to local legislation.
- Data related to criminal convictions and offences, if authorized by local laws.

The provision of your personal information is voluntary, but in most cases, we will be unable to process your application properly without it. For example, if you refuse to provide us with reasonably required information regarding your educational and professional background, we will be unable to determine whether your profile meets the needs of the position and will have to reject your application.

In any case, we will inform you when it is mandatory to provide your personal information.

Additionally, if you provide us with personal information belonging to third parties (e.g., contact details for people with whom we can verify your references), you undertake to ensure that such persons have been duly informed of the processing of their personal information in accordance with this policy and, if required, have consented to the processing of their personal information.

The personal information may be collected directly from you or can be provided by third parties (such as, previous employers to verify your references) and/or publicly accessible sources.

## 2

### WHY DO WE USE YOUR PERSONAL INFORMATION?

Your personal information may only be collected by fair and lawful means for purposes relating to the APP entity's functions and activities. Below are indicated the relevant purposes

- Processing of your application to: (i) determine the suitability of your profile for the position in question; and (ii) make you an offer if we believe that your profile matches the position that you have applied for.
- Site access and security management, including video surveillance if you are interviewing on our premises
- Compliance with the applicable legal framework
- Management and follow-up of potential disputes
- Processing your request to receive our job alerts

In any case, please note that we will not process your personal information for any other purpose that is incompatible with the above-mentioned purposes.

## 3

### WHO DO WE SHARE YOUR PERSONAL INFORMATION WITH?

In the context of our processing operations, we may communicate your personal information to the following recipients:

- to our service providers, suppliers, agents, and contractors, to the extent that they assist us in carrying out the purposes set out in this policy (e.g., we use IT service providers to host your personal information on our behalf).
- to other entities of the Dedalus Group.
- to competent courts, public authorities, government agencies and law enforcement agencies (including where we are required to comply with legal or regulatory requests).

Regardless of the recipient, we will only disclose your personal information to them on a strictly need-to-know basis and only to the extent required to fulfill the purposes identified in this policy.

We do not sell your personal information.

## 4

### DO WE TRANSFER DATA OUTSIDE AUSTRALIA?

In connection with the processing operations described in this policy, we may transfer your personal information outside Australia including to countries which do not comply with Australian Privacy Principles

(**APPs**) in general, and more specifically, APP 8 (cross-border disclosure) and APP 11 (security of personal information).

In this context, we ensure that the level of protection your personal information is given is not adversely affected by such transfers.

This specifically means that each of the intended transfers is based alternatively on one of the following mechanisms at least:

- the recipient of the information is subject to a law, or binding scheme that has the effect of protecting the information in a way that, overall, is at least substantially similar to the way in which the APPs protect the information;
- that there are mechanisms that you can access to take action to enforce that protection of the law or binding scheme;
- further, that the Standard Contractual Clauses adopted by the European Commission on 4th June 2021 shall suffice as a binding scheme for the purposes of APP 8 as they ensure the implementation of adequate security measures related to the processing activities .
- the existence of an exemption related to one of the specific situations exhaustively provided for by APPs, Schedule 1, Part 3, Clause 8 e.g., where you have given your consent to such transfer having been informed of the absence of safeguards, where the transfer is necessary for the performance of a contract concluded between us, where the transfer is necessary for the conclusion or performance of a contract concluded in your interest between us and a third party, or where the transfer is necessary for the establishment, exercise or defense of our legal claims, etc.).

You can obtain copies of these documents by emailing our Personal Information Privacy Officer (“**IPO/ DPO**”), whose contact details are set out in Section 7 (*How can you contact us?*) below.

## 5

### HOW LONG DO WE STORE YOUR PERSONAL INFORMATION FOR?

We store your personal information for no longer than is necessary for the purpose of the processing concerned.

In other words, this means that the storage periods we apply vary depending on the purpose for which we process the data in question. Below therefore are indicated , for each purpose, the storage period that will be applied to your personal information:

- Processing of your application to: (i) determine the suitability of your profile for the position in question; and (ii) make you an offer if we believe that your profile matches the position that you have applied for. If the application is unsuccessful, the data will be kept until the end of the recruitment process or, at the latest, for 6 months after the end of the process concerned.

- Compliance with the applicable legal framework: for the duration of the limitation period of the obligations that we are subject to.
- Management and follow-up of potential disputes: for the duration of the dispute and until all potential remedies have been exhausted.
- Processing your request to receive our job alerts: until your consent is withdrawn.

We have also defined an archiving policy. This ensures that your personal information is not stored in the active database unnecessarily.

In any case, once the applicable storage period has elapsed, we will irrevocably erase or anonymize your personal information so that you can no longer be identified.

## 6

## WHAT RIGHTS DO YOU HAVE?

In accordance with the applicable data protection legal framework, particularly the Privacy Act, you have the following rights as a data subject:

- You may request access to your personal information and request that it be corrected.
- Where processing of your personal information is based on your consent, please note that you may withdraw your consent at any time, without affecting the lawfulness of processing based on your consent carried out prior to your withdrawal of the same.

However, please note that some of the above rights are subject to specific conditions dictated by the applicable data protection legal framework. So, in the event that your specific situation does not meet these conditions, we will unfortunately be unable to comply with your request.

To exercise your rights, please contact our Information Privacy Officer using the contact details provided in Section 7 (*How can you contact us?*). To process your request as efficiently as possible, we may ask you for certain additional information to confirm your identity and/or assist in locating the personal information that forms the subject matter of your request.

In any case, please note that you may lodge a complaint with the relevant Data Protection Authority.

If you are in Australia, in addition to the rights and protections provided elsewhere in this Notice, you also have the:

- right to anonymity and pseudonymity. While this means that you may withhold giving us your name, or use a fictitious name, it also means that we may not be able to provide a service to you, or to fulfil a request, such as when you ask for access to your data or even when you request information on our products and services.

You can make a complaint under the Australian privacy and consumer law to the:

- Office of the Australian Information Commissioner (OAIC) [here for privacy related matters](#), [and here for consumer data related matters](#); and
- Australian Communications and Media Authority (ACMA) [here for SPAM related matters](#).

If you are in Australia, you should acquaint yourself with telecommunications and data surveillance laws that limit your right to privacy

## 7 HOW CAN YOU CONTACT US?

If you have any questions or requests regarding our processing operations with your personal information under this policy, including exercising your rights, as outlined above, you may contact us on the following address: [raji.vel@dedalus.com](mailto:raji.vel@dedalus.com)

If you wish to contact us for any matter in relation to your personal information, you can contact the Group Information Privacy Officer ("DPO"), by sending an e-mail at the following address: [dpo.group@dedalus.eu](mailto:dpo.group@dedalus.eu)

## 8 CHANGES TO THE INFORMATION NOTICE

As this information notice is updated or modified, the current version will be posted on our website clearly setting out the revision date.

**Current version:** Dedalus – recruitment privacy policy – v. [2]

**Last updated:** [March 2025]