# Privacy Collection Statement

## ABOUT THIS PRIVACY COLLECTION STATEMENT (EMPLOYMENT)

Protecting your privacy and personal information is important to us.

This Collection Statement explains how Land Services SA Operating Pty Limited ACN 618 229 815 as trustee for the Land Services SA Operating Trust ABN 86 836 650 939 including our subsidiaries, affiliated entities and brands (including Relational Data Systems Pty Ltd, Sum Insured, OneZeroOne and My Agency Edge) (**LSSA**, **Land Services SA**, **we**, **us** or **our**) collects, holds, uses and discloses your personal information.

This Collection Statement should be read together with our Privacy Policy which includes full details about access, correction and complaints and other detailed information about how we handle your personal information. Our Privacy Policy is available at www.landservices.com.au/privacy.

By providing us with your personal information, you consent to the collection, use and disclosure of your personal information in accordance with this Collection Statement and our Privacy Policy.

## WHAT WE COLLECT AND WHY

By participating in a Land Services SA recruitment process or registering your interest in employment with us, you will provide us with, and we will collect, personal information.

We collect only what we reasonably need for recruitment and to manage your employment or engagement with Land Services SA. This may include:

- name and contact details;
- eligibility and right-to-work;
- CV, education and employment history;
- referee details;
- hours, attendance, leave;
- qualifications;
- performance appraisals and engagement inputs (for example, staff surveys and your comments and suggestions on initiatives as to how we can positively drive our organisation culture); and,
- where relevant, sensitive information such as your professional or trade association memberships, union memberships health information, medical certificates or criminal history to meet suitability or legal compliance checks or to manage the recruitment process or the employment relationship.

## HOW WE COLLECT YOUR PERSONAL INFORMATION

We collect information directly from you including through our HR systems.

We may also collect your personal information and sensitive information from others, such as your referees, recruiters and third parties we engage in connection with recruiting activities, aptitude assessors or current and former employers. If you apply through a recruitment agency, your personal information will be stored on their database.

We will collect personal information about you through criminal history and background checks. We are required to undertake background checks as part of our obligations owed to our key customers. By undertaking a background check (both pre-employment and during the course of your employment with LSSA), you expressly consent us providing the results of those background checks to our key customers (such as the State Government of South Australia, the ACT and Northern Territory Governments and Land Services WA). Where results are shared with those customers, we do so only to the extent permitted and for suitability or compliance purposes.

If you provide us with the personal information of others (e.g. your referees), we encourage you to inform them that you are disclosing that information to Land Services SA and why. You should also let them know that they can access their personal information retained by us by contacting our Privacy Officer.

You are not required by law to submit your information, but we may be unable to accept or process or be limited in our ability to assess your application for employment or appropriately manage your employment with us if the information is not supplied.

## HOW WE HANDLE YOUR PERSONAL INFORMATION

We will handle your information for the recruitment process, and if your application is successful for the purposes of your employment/engagement with us, as well as our related internal administrative purposes. This could include to determine and process your pay and other entitlements and to support you while you work at Land Services SA.

In carrying out these activities, we may disclose your personal information to our contractors, advisors and service providers and others as permitted or required by law. Our HR systems, records and ancillary platforms are primarily hosted in Australia. If any provider (or its sub-processors or support teams) accesses personal information from outside Australia, we will take reasonable steps under APP 8 to ensure they handle it in accordance with the APPs, and LSSA will remain accountable for their handling under s 16C of the *Privacy Act 1988* (Cth).

To provide HR services and benefits efficiently and securely, we automatically synchronise selected employment attributes from our HR and internal systems to trusted service providers, currently including: Culture Amp (performance and engagement), Sonder (wellbeing support), Flare (employee benefits), and X-Ref (employee references). Only the minimum necessary attributes are shared for the stated purposes (for example, name, work email, manager, job/organisation data, location, and other fields required by each provider). These third party applications may further collect information from you and your manager to assist LSSA in developing leadership skills, managing performance, actioning feedback, providing tailored coaching insights, reviewing workplace challenges and providing targeted marketing to you. This includes information gathered through personal goals and self reflections, manager reviews, 1 on 1's, career paths, development plans, employee references and reference summaries; which is not limited to information such as name, job title, location, age range, gender, length of service, employee references and any information disclosed in such employee reference check.

We may also share information with payroll, superannuation, insurers, ICT and other providers who assist us to operate our business or where required or authorised by law.

## AI AND AUTOMATION

We may process your personal information using secure artificial intelligence and machine learning tools embedded within our internal business systems and through third party service providers to support employee administration, operational efficiency, decision-making and service delivery. For example, AI tools may generate summaries, insights or analysis about you or your work. These AI-generated insights are treated as personal information. We do not rely solely on automated decisions that could significantly affect your rights or interests without human review. See further details in our Privacy Policy.

## SECURITY AND RETENTION

We apply technical and organisational measures to protect personal information (including least-privilege access, encryption, access logging and monitoring, periodic access reviews, secure development and vendor safeguards). We keep personal information only for as long as needed for recruitment, employment and legal obligations, then destroy or de-identify it when no longer required.

For candidates, we generally retain application records for up to 3 years unless you ask us to delete them earlier. We may contact you if another role arises (unless you ask us not to). If your application is successful, we will retain your information as part of your employment records. We follow legal requirements and will de-identify or securely delete when no longer required.

## ACCESS AND CORRECTION

You can request access to, or correction of, your personal information using the channels in our Privacy Policy or by contacting HR. While the employee records exemption applies to some handling of current or former employees' records, LSSA aims to respond to reasonable access and correction requests as a matter of good practice.

## FURTHER INFORMATION

For further details about our approach to data privacy, please view the Land Services SA Privacy Policy (found at https://www.landservices.com.au/privacy). This policy sets out how you may seek access or correction of your information, how you may complain if you believe we have breached our privacy obligations and how we will handle your complaint.
You may contact our Privacy Officer by emailing privacy@landservices.com.au, telephoning +61 8 8423 5000 or writing to Privacy Officer, Land Services SA, 101 Grenfell St, Adelaide SA 5000.