

EMPLOYEE PRIVACY COLLECTION STATEMENT

The Clean Energy Finance Corporation ("**CEFC**", "**we**", "**our**", "**us**") is a Commonwealth Government statutory authority established under the Clean Energy Finance Corporation Act 2012. We respect the privacy of the personal information you may provide to us. The way we manage your personal information is governed by the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (**APPs**) established under the Privacy Act. When used in this Privacy Statement, the term "personal information" has the meaning given to it in the Privacy Act.

What kinds of personal information do we collect?

The types of personal information we may collect from you includes, but is not limited to:

- your name (current and former) and date of birth;
- your personal and business contact details (including your address, landline or mobile telephone numbers, fax number and e-mail address);
- your previous or current employment details (if you are applying but have not yet commenced employment with us), including company name, job title and business sector;
- banking, tax and superannuation fund details (including your ABN or TFN if applicable);
- personal information provided when you seek employment with us, or after you commence employment with us (including your photograph);
- information obtained through checks with credit reporting bodies before you commence employment with us;
- contact and identification details of any third party that you have authorised to negotiate or provide personal information on your behalf (including any attorneys appointed by you under a power of attorney);
- your "Twitter" or other social media identity and posts;
- any correspondence between you and us; and
- any other personal information provided to us when you make an inquiry, request information (including our information packs and information about our related products and services), respond to marketing or lodge a complaint.

We may also collect sensitive information, limited to:

- details of any allergies or dietary requirements you have, or other medical conditions which you consider important we are aware of;
- criminal record information obtained through our screening processes before you commence, or during the course of, your employment with us.

We recommend you do not provide sensitive information to us unless specifically requested by us. We will only collect sensitive information about you with your consent. If we receive any sensitive information about you, we will handle it in accordance with this Privacy Collection Statement and our [Privacy Policy](#).

How do we collect personal information?

Where possible, we will always try to collect personal information directly from you, for example, when you:

- meet with us in person;
- correspond with us in writing;
- provide your resume or other documents to us (including documents used to verify your identity, such as your driver's licence, birth certificate or marriage certificate); or
- request information or contact us through our website or by telephone.

We may also obtain your personal information from third parties we deal with, such as:

- your previous employer;
- Government and law enforcement agencies;
- our professional advisers;
- our contracted service providers (for example, recruitment agencies); and
- any other organisation from whom you are referred.

Where we collect personal information from third parties you refer to us, we will assume and you will ensure that you have made that third party aware of the referral and the purposes of collection, use and disclosure of the relevant personal information.

[Clean Energy Finance Corporation](#)

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Why do we collect, hold, use and disclose your personal information?

We collect, use and disclose your personal information to enable us to assess your application for employment and, once you have commenced employment with us, for the purposes of your ongoing employment relationship with us.

If you do not provide us with your personal information, the CEFC may refuse or otherwise be prevented from assessing your application for employment, or from having an employment relationship with you.

Disclosing your personal information

The Personal Information you provide to us may be disclosed to:

- our employees;
- Australian Government bodies;
- our business partners and contracted service providers (such as the CEFC's lead contractors who provide website, IT, marketing, administration and other services to support the CEFC);
- suppliers we engage for data processing and other administrative and support functions (including, but not limited to, reference checking agencies);
- any entity to whom we are authorised or required by law to disclose your personal information (for example, law enforcement agencies and government and regulatory authorities such as AUSTRAC);
- any successors in title to our business (including new business partners or owners if the CEFC enters into a joint venture with or is sold to or merged with another entity); and
- with your consent (express or implied), to other entities.

The above entities may in turn disclose your personal information to other entities as described in their respective privacy policies or notices.

Cross-border disclosure

From time to time, the CEFC may engage service providers located overseas to perform certain of its functions and activities. In the course of providing services to the CEFC, we may need to disclose your personal information to these service providers. If overseas service providers are engaged and personal information is sent overseas, we will take reasonable steps to ensure that our service providers are carefully chosen and have policies,

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procedures and systems in place to ensure your personal information is handled in accordance with the Privacy Act.

[Our Privacy Policy and access, correction and complaints handling processes](#)

Our [Privacy Policy](#) describes in greater detail how we handle your personal information, including how you can:

- access and seek correction of the personal information we hold about you; and
- how to lodge a complaint relating to a breach of the APPs and how we will deal with such a complaint.

The CEFC's Privacy Policy can be viewed on its website www.cleanenergyfinancecorp.com.au

If you would otherwise like to contact us, or would like a copy of our Privacy Policy, please contact us at on the details provided below:

Chief Operating Officer
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