HSJ Host Pty Ltd
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LEGAL CENTER

Applicant Privacy Notice

How we handle your personal information when you apply for a job with us.

Last updated: 14 October 2026

Introduction

This Applicant Privacy Notice explains how HSJ Host Pty Ltd (ACN 673 728 526), trading as HSJ Host and HSJ.HOST ("HSJ Host", "we", "us", "our"), handles personal information about people who apply for jobs with us. It should be read together with our Privacy Policy, and we handle your information in line with the Australian Privacy Principles in the *Privacy Act 1988* (Cth).

1. What We Collect

- **Contact details:** your name, address, phone number and email address.
- **Application details:** your resume, cover letter, employment history, qualifications, LinkedIn or other profile links, and anything else you include in your application.
- **Interview and assessment information:** notes and evaluations from our recruitment team.
- **Referee information:** comments from referees you nominate, if we contact them.
- **Right to work:** information about your right to work in Australia, if you reach the offer stage.

Please don't include sensitive information in your application, such as health information or religious beliefs, unless it is relevant to the role. We only collect it with your consent or where the law allows.

2. How We Collect It

We collect your information directly from you, mainly through the application form on our Careers page, by email, and during interviews. Applications submitted through our website are stored in our client portal's support system. With your consent, we may also collect information from your referees.

3. Why We Use It

- to assess your skills, experience and suitability for the role;
- to contact you about your application and the recruitment process;
- to check references and your right to work in Australia; and
- to meet our legal obligations.

If you don't provide the information we ask for, we may not be able to consider your application.

4. Who We Share It With

- Your information is shared within HSJ Host only with the people involved in recruiting for the role.
- We may share it with your referees, and with service providers that support our recruitment, such as our email and IT providers. Some of these providers store data overseas, as described in our Privacy Policy.
- We don't share your information with anyone else unless you agree or the law requires it.

5. How Long We Keep It

- **Unsuccessful applicants:** we keep your information for 12 months after the role is filled, then destroy or de-identify it. If you'd like us to keep your application on file for future roles for longer, we will ask for your consent first.
- **Successful applicants:** if you join us, your application becomes part of your employee records.
- You can ask us to delete your application earlier by emailing legal@hsj.host.

6. Security

We take reasonable steps to protect your information from misuse, loss and unauthorised access, including by limiting access to the people involved in recruitment.

7. Accessing and Correcting Your Information

You can ask to access or correct the personal information we hold about you by emailing legal@hsj.host. We will respond within 30 days.

8. Questions and Complaints

If you have a question or complaint about how we handle your information, email legal@hsj.host. We aim to respond within 30 days. If you're not satisfied with our response, you can complain to the Office of the Australian Information Commissioner.