

## EMPLOYMENT COLLECTION OF PERSONAL INFORMATION

The Australian Reinsurance Pool Corporation (ARPC) is a public financial corporation established by the *Terrorism Insurance Act 2003* (TI Act) to administer the terrorism reinsurance scheme, providing primary insurers with reinsurance for commercial property and associated business interruption losses arising from a declared terrorist incident.

ARPC collects your personal information through the recruitment process and to administer your employment, salary and entitlements and employee records that meet the requirements of the TI Act and *Privacy Act 1988*.

### **What personal information does ARPC collect when you apply for and are employed by ARPC?**

The personal information we collect includes:

- documents relating to your employment (for example names, signatures, dates of birth, contact information, government related identifiers such as Tax File Numbers, financial information, photos, health information, emergency contacts, identification, and information relevant to obtaining and maintaining a security clearance);
- documents relating to recruitment and selection processes (for example qualifications, information about your background and personal circumstances, work history, referees' reports, social media posts and police checks); and
- documents relating to appointments to Commonwealth Boards (for example register of interests, qualifications, and work history).

### **Collection of Sensitive Information.**

On occasion, we may collect or hold sensitive information about you (such as information regarding your health, criminal record, race or ethnic origin, religious beliefs, gender, sexual orientation, political opinion, or membership of associations). Sensitive information may be collected if:

- you have consented to this collection,
- the information is reasonably necessary for, or directly related to, recruitment and employment; and/or
- the collection is required or authorised by or under law.

### **How do we collect your personal information?**

Your personal information is collected through ARPC employment recruiters and directly from you. We may also obtain some information from third parties, for example, references from a previous employer, or where we employ third parties to carry out psychometric testing and background checks (where permitted by applicable law).

### **Does ARPC disclose your personal information to anyone?**

ARPC will only disclose your personal information to another entity for the collection purpose unless required to disclose the information by or under law, a court order or with your consent. ARPC does not disclose your personal information to anyone overseas.

### **Additional information**

For information about ARPC privacy practices, including how you may access or correct your personal information or make a privacy complaint, please see the ARPC Privacy Policy located on the ARPC Website [www.arpc.gov.au/about-arpc/privacy-policy-and-statement/](http://www.arpc.gov.au/about-arpc/privacy-policy-and-statement/).

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