

Candidate Privacy Collection Statement, Australia

QBE Management Services Pty Limited ('QBE', 'we', 'our', 'us') is committed to earning and maintaining your trust by respectfully managing your personal data with care. This Privacy Statement provides important information about how we collect, use, share, and store your personal information in connection with our recruiting processes and programs in Australia. In this statement, 'personal information' means any information relating to you from which you can be identified, directly or indirectly, as defined in the *Privacy Act 1988* (Cth).

This statement was last updated on 16/06/2025 and may be updated periodically. Please read it carefully and direct any questions with the Talent Acquisition Team at the contact details below.

Personal data we collect

What personal data is collected about me?

QBE will collect, use, share and store your personal information for a wide variety of reasons in connection with the application and recruitment process. The main categories of candidate personal information in connection with our recruiting activities are noted below:

Type of Personal Data	Some examples include
Identity and contact information	<ul style="list-style-type: none">• Your full name, title and date of birth.• Telephone, email and physical addresses.• Identification documents (such as passport, driver's licence, utility bills, etc).
Application details	<ul style="list-style-type: none">• Type of employment.• Location of role.• Willingness to relocate.• Salary and benefits expectations.• Previous applications or employment with QBE.• Conflicts of interest.
Assessments	<ul style="list-style-type: none">• Aptitude and psychometric assessments.
Experience, education and qualifications	<ul style="list-style-type: none">• Your work history and professional or volunteering information.• Education history, degrees or certificates earned, transcripts.• Professional licences.
Background checks	<ul style="list-style-type: none">• Criminal history• Disciplinary history• Credit checks• Reference checks
Eligibility to work	<ul style="list-style-type: none">• Citizenship or nationality• Visa status
Opinions about your suitability	<ul style="list-style-type: none">• Interview notes.• Information received from referees.
Technical and security information	<ul style="list-style-type: none">• IP Addresses and device information.• Building access records and CCTV Footage.
Demographic information	<ul style="list-style-type: none">• Age• Gender• Marital status• Race or ethnicity

QBE may also collect any other information you choose to provide in your applications or in interviews with QBE.

Some information is mandatory for QBE to collect for our recruiting activities or to enable use to comply with statutory employment requirements. If QBE does not collect mandatory information, it may not be able to proceed with your application or engagement.

Most of your personal information will be collected directly from you. However, third parties, such as recruitment agencies, referees, former employers, official bodies (such as regulators), medical professionals, credit reference agencies, criminal record/ background check agencies may also provide us with your information. QBE may collect information from public sources such as social media platforms. When completing our online job application, you have the option to authorise LinkedIn to auto-fill sections of the application form using your LinkedIn profile.

The amount of information collected may depend on position applied for, including seniority considerations.

How is this personal data used?

QBE uses your personal information for a variety of purposes including:

Purpose for collecting, using or disclosing	Some examples
Processing your application	<ul style="list-style-type: none">• Evaluating your experience and qualifications• Determining your suitability for the role• Verifying your right to work• Conducting background checks• Providing disability support
Data analytics	<ul style="list-style-type: none">• Analysing recruitments trends• Assessing diversity and inclusion outcomes• Improving recruitment practices
Contacting you about future opportunities	<ul style="list-style-type: none">• Contacting you about relevant vacancies.• Sharing information about careers at QBE.
Security	<ul style="list-style-type: none">• Maintaining internal integrity, control, and security of our office buildings and websites.
To comply with legal obligations	

Background checks

QBE may ask you or the agency representing you whether you expect any findings in relation to any background and employment checks that may take place.

Furthermore, prior to a position being offered to you directly or via an agency we may conduct background checks on you (by a third-party background check provider). Checks will be dependent on the role to which you apply and may include, but not limited to, criminal, right to work, credit, employment, qualifications and professional memberships. Additional information about how your personal data will be collected and used for this purpose s will be provided to you if background checks are required and our third-party provider will ask for your consent. Background checks are treated confidentially and will only be shared internally where there is a specific and legitimate reason to do so.

Equal Opportunities and Diversity Monitoring

If you provide information about your gender, ethnicity, race, disability status, QBE will use it to promote equality in our recruitment or onboarding processes. This data helps us to attract diverse talent that is representative of the communities we operate in, identify trends, make improvements, and build a more resilient future. We have robust measures in place to safeguard your data and prevent misuse.

Is this personal data disclosed or shared to others/overseas?

Your personal data may be disclosed, for the purposes listed above, to other QBE affiliate companies (located in Australia, Europe, United Kingdom, North America, Philippines and Asia) with which we will ensure safeguards across the group, such as standard contractual clauses. We may also disclose your personal information to regulatory or government bodies (where required by law) and to our service providers, some of which may be located in a different country to where you are located. These parties may include background check providers and regulators.

Your personal data will be used and stored in QBE's selected employment and recruitment platform 'Workday', provided by Workday Inc, a company incorporated in the United States. Workday Inc host QBE's Workday platform in Ireland, the UK and the Netherlands. International transfers of data to Workday and/or its sub-processors are protected by Workday's Binding Corporate Rules for processors). QBE also handles personal information within Microsoft 365 (e.g., SharePoint, Exchange, OneDrive). QBE's Microsoft 365 servers are hosted in the United States by Microsoft for and on behalf of QBE.

With the exception of regulators, dispute resolution bodies or other government bodies, your personal information is shared under the terms of a written agreement between QBE and the third party which includes appropriate privacy and security measures to protect the Personal Data in line with this notice and our obligations.

QBE is a global employer so may share your information between divisions if, for example, another divisional role may be suitable.

How long will we keep your personal information for?

QBE's policy is to retain personal information only for as long as needed to fulfil the purpose(s) for which it was collected, or otherwise as required under applicable laws and regulations. In certain circumstances we may anonymise your personal information so that it can no longer be associated with you. We reserve the right to retain and use such anonymous information for any legitimate business purpose without further statement to you. If you provide unsolicited data, we will retain it in line with standard retention periods.

If successful in your application, your personal information from the application process will become part of your employment record and be used according to the Employee Privacy Statement. This information is kept for the duration of your employment and generally for 7 years after, as required by law and QBE's business needs.

For unsuccessful candidates, we will retain applications for 24 months to follow up regarding future vacancies. If you do not want your personal information retained, please inform us and we will delete it as soon as practicable.

What are your rights in relation to your personal information?

You can request access to the personal information that we hold about you. You can also ask us to correct your personal information if you believe the information we hold about you is incorrect or incomplete. To make a request, please contact QBE Talent Acquisition using the contact details below.

Complaints

If you have a complaint about the way in which we have handled your personal information, including any requests to exercise your rights, please contact QBE Talent Acquisition using the contact details below. You will have the opportunity to explain why you are unhappy with how we have handled your personal information and provide information to support your complaint. QBE will review your concerns, taking into account all relevant information including relevant privacy requirements and work with you to try and resolve your complaint.

Where can you get further information?

If you would like further information about the matters set out in this Statement, please contact the Talent Acquisition Team: recruitment@qbe.com.

If you are employed or engaged for a role at QBE, the full Employee and Contingent Worker Privacy Notice sets out further information about how your Personal Data is handled in connection with your employment or engagement. Some key information is reproduced in the QBE's Global Candidate Privacy Collection Statement available on our website: <https://www.qbe.com/careers/candidate-privacy-collection-statement>.