



GMHBA Limited Privacy Statement

1. Introduction

1.1 Who we are

In this privacy statement:

'we', 'us' 'our' refers to GMHBA Limited's (ABN 98 004 417 092) People & Culture department for the health insurance businesses including the following brands – GMHBA Health Insurance, Frank Health Insurance (includes Frank Overseas Visitor Health Cover), Budget Direct Health Insurance and health related businesses (GMHBA Eye Care, Dental Care, Primary Care and Care Coordination Service).

'you', 'your', 'you're' refers to the person completing the Expressions of Interest Form.

1.2 Definitions

EOI means Expressions of Interest

P&C means GMHBA's Limited People & Culture department

Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not. It includes sensitive information and health information.

Sensitive information includes health information; and information or an opinion about an individual's racial origin, political opinion, membership of a political association or trade union, religious beliefs, sexual preferences or criminal record.

2. Collection of your personal information

Personal information collected by GMHBA Limited includes your name, email address and contact details. We also collect information to determine what kind of role you are interested in.

Personal information collected by GMHBA Limited is handled in accordance with the *Privacy Act 1988* (Cth) and the *Australian Privacy Principles 2014*.

3. Purposes for which we collect, hold, use and disclose your personal information

The information collected on EOI forms will only be used to engage prospective employees and contractors for positions with GMHBA Limited and to manage successful applications.

You will only be contacted by a member of our P&C department if your skills are considered to match a vacant role in your chosen EOI field. We may disclose your personal information to our employees only if they are involved in our resourcing and recruitment processes.

We will not sell or disclose your personal details for any purpose that is not related to your relationship with us.

As part of our resourcing and recruitment processes, we may require background checks to help assess your suitability to the role for which you have applied. These checks may include, but are not limited to, a criminal history check.

We will not use or sell your personal information provided as a part of the EOI application for marketing purposes.

4. Accessing and correcting your personal information

In submitting an EOI form you agree to the terms of this privacy statement. You also agree that your personal information is true, accurate and up to date and is not in any way misleading, deceptive or inaccurate.

GMHBA Limited will allow you to access personal information we hold about you as required by law. You can request to update or access your EOI personal information by emailing peopleandcultureops@gmhba.com.au.

5. Security of your information

Your personal information will be stored in electronic form. We will take reasonable steps to prevent misuse, unauthorised access, modification or disclosure of your personal information. Further information about security of your personal information can be found in the [GMHBA Limited Privacy Policy](#).

6. Retention of information

We generally retain personal information for as long as it is necessary to perform the function to which the information was collected. After a period of six months (unless otherwise agreed), your application will no longer be considered for vacancies. Should you wish to be considered for a role after this period, please return to the careers page to resubmit your application.

7. How to access our privacy policy and changes to the privacy statement

We may change this privacy statement occasionally. We recommend that you review this privacy statement and GMHBA's privacy policy from time to time. GMHBA Limited privacy policy can be found [here](#).

8. How to contact the privacy officer

If you have any questions, concerns or complaints in which your personal information is being collected or handled by us, please:

- ***Contact the Privacy Officer in writing***

The Privacy Officer will acknowledge your correspondence within 5 working days. The Privacy Officer will investigate your concern and/or complaint, keep you informed of their progress and provide you with a response in a timely manner.

The Privacy Officer
GMHBA Limited
PO Box 761
Geelong VIC 3220

9. How to contact us

If you have any questions or require any more information, we encourage you to contact us at peopleandcultureops@gmhba.com.au.

Update effective 14 August 2017