Grant Thornton

Privacy Collection Notice for job applicants

This Privacy Collection Notice and our Privacy Policy applies to those who apply for employment with Grant Thornton Australia Limited or any of its related entities (Grant Thornton). It does not apply to our partners, employees, contractors, or clients.

This Privacy Collection Notice and our Privacy Policy do not form part of any contract of employment or secondment agreement with you. We may update this Notice and our Policy at any time.

Where we refer in this Privacy Collection Notice to your 'personal information', we mean any recorded information that is about you and from which you can be identified, whether directly or indirectly. It does not include information where your identity has been removed (anonymous data).

Where we refer to the 'processing' of your personal information, we mean anything that we do with that information, including collection, use, storage, disclosure, deletion or retention.

When dealing with you we may collect personal information from you. We may also collect personal information from other sources, such as your agents or representatives, your previous employer(s), other parties such as those supplied as referees, and publicly available sources.

Grant Thornton Australia is the "data controller" for the information that we hold about you. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR and with the Privacy Act (Australia).

What information we collect

Information that we collect and hold about you may include:

- Personal details such as name, title, address, telephone number, email address, date of birth, medical identity number similar to the Australian Medicare number, nationality, sex and gender identity, marital status, and information about your dependents
- Next of kin and emergency contact information
- Banking, tax status, Australian Tax File Number and the equivalent under any other applicable jurisdiction, and other financial information
- Passport, Visa and residency information
- Salary, leave, superannuation and benefits information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process)
- Employment records (including job titles, work history, working hours, location of workplace, personal development and training records, performance information, exit interview, health and safety information and professional memberships)
- Disciplinary and grievance information
- Information about your use of our information and communications systems (including CCTV and building access information)
- Work related photographs.

Grant Thornton Australia Ltd ABN 41 127 556 389 ACN 127 556 389. 'Grant Thornton' refers to the brand under which the Grant Thornton member firms provide assurance, tax and advisory services to their clients and/or refers to one or more member firms, as the context requires. Grant Thornton Australia Limited is a member firm of Grant Thornton International Ltd (GTIL). GTIL and the member firms are not a worldwide partnership. GTIL and each member firm is a separate legal entity. Services are delivered by the member firms. GTIL does not provide services to clients. GTIL and its member firms are not agents of, and do not obligate one another and are not liable for one another's acts or omissions. In the Australian context only, the use of the term 'Grant Thornton' may refer to Grant Thornton Australia Limited ABN 41 127 556 389 ACN 127 556 389 and its Australian subsidiaries and related entities. Liability limited by a scheme approved under Professional Standards Legislation.

We may also process the following "special categories" of more sensitive information:

- Information about your race or ethnicity, religious beliefs and sexual orientation
- Information about your health, including any disability and/or medical condition, health and sickness records
- Information about criminal convictions and offences, including proceedings or allegations.

We may be required to collect some personal information under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth). We may also be required to collect from you and to use and disclose personal information pursuant to our obligations under the Corporations Act 2001 (Cth), or otherwise in accordance with our duties under corporate law including immigration law.

We collect this personal information to enable us to conduct our recruitment activities, assess your suitability for employment with Grant Thornton, enter into an employment arrangement with you, conduct background checks, and comply with the law (including managing our conflict of interest and independence obligations).

How we use your personal information

We process your information for a number of purposes arising from: recruitment activities; your prospective employment, secondment or work, including appointment (e.g. terms and conditions and payment of salary); due diligence related to a potential corporate acquisition of your current employer; staff management (e.g. induction, performance appraisal, management of sickness or other absence); discipline or grievance processes; and the provision of services and support.

We set out below those circumstances where it is necessary for us to process your information. (These circumstances are not mutually exclusive; we may use the same information under more than one heading.)

1 Pre-contractual recruitment activities

We need to process your information as part of our pre-contractual recruitment activities which include identifying and evaluating candidates for potential employment, as well as for future roles that may become available.

Information processed for this purpose includes, but is not limited to, information relating to: your postal address, your email address and telephone number, emails sent or received by you or between other members of staff, which are stored on Grant Thornton's network, any record of leave, personal leave, annual leave, compassionate leave and pay, emergency contacts, training and development, professional memberships, reward and recognition, disciplinary matters, criminal convictions, health and safety, and security.

2 Where we need to comply with a legal obligation

We need to process your personal information in order to meet legal obligations, such as those relating to immigration, diversity and inclusion requirements and practices, and equal opportunities. Information processed for this purpose includes, but is not limited to, information relating to work permits, visas or immigration status, diversity, inclusion and equal opportunities monitoring. We are required to disclose some of this information to government departments or agencies.

3 Where it is necessary to meet our legitimate interests

We need to process your personal information in order to meet our legitimate interests relating to the governance, management and operation of Grant Thornton, and to evaluate and maintain the efficacy of our recruiting process more generally. Examples include but are not limited to the following activities:

- Policy development
- Internal reporting
- Management of resources and budgets
- Benchmarking
- Equal Pay Audits
- Financial Audits
- Internal communications
- Activities arising from your membership of professional bodies

- Your participation in events and other activities organised by Grant Thornton including Grant Thornton social clubs
- Security, including CCTV
- Maintenance and monitoring of IT systems, including information security, and
- Administration of health and safety.

4 Where we have your consent

There may be situations where we ask for your consent to process your personal information e.g. where we ask you to volunteer information about yourself by taking part in a survey, or where we ask for your permission to share sensitive information.

If you decide not to provide us with information

If you decide not to provide us with the personal information we ask for, or if we cannot otherwise collect it, or if you provide us with personal information that is inaccurate or incomplete, we may not be able to respond adequately to your inquiries, or enter into an employment arrangement with you, or provide you with information about other employment opportunities with us, or to comply with our ongoing legal obligations.

How we will use your personal information

We will only process your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your information for an unrelated purpose, we will seek your consent to use it for that new purpose.

Please note that we may process your personal information without your knowledge or consent where this is required or permitted by law.

Who has access to your personal information

We may provide personal information to our professional advisers and specialist consultants, brokers and agents who refer you to us, any person acting on your behalf (such as your financial advisor, solicitor, settlement agent, or administrator), insurers, vendors and other parties who provide services to us, migration agents who assist us with visa arrangements, and others where required by law including regulators. Some of these entities may be located in Brazil, Canada, India, Ireland, Japan, Malaysia, Netherlands, New Zealand, Philippines, Poland, Singapore, South Africa, United Kingdom and United States.

We may also disclose your personal information to other Grant Thornton member and correspondent firms (to assist us in managing our recruitment activities and any resulting employment arrangement with you), and the Grant Thornton Partnership. Grant Thornton firms are located in the Americas, Europe, the Middle East, Africa, and the Asia Pacific region. For a current list of Grant Thornton member firm locations please go to: http://www.grantthornton.global/locations.

Providing us with other people's information

Before you disclose personal information to us about someone else, you should make sure that you are entitled to disclose that information. You should also refer the other person to our privacy policy and this privacy notice.

Retention of your information

We will retain your personal information for as long as we need it to fulfil our purpose, including any relating to legal, accounting or reporting requirements.

Keeping your information up to date and accurate

If you become aware that the information we hold about you is incorrect or out of date you can request that we correct or update the information.

Informing us about actual or possible breaches of privacy laws

If you become aware of any breach or alleged breach of privacy laws concerning the information that you have disclosed to us, you must notify us immediately.

More information

If you would like more information about how we collect, handle, use and disclose, and store personal information, including how you may request access to and correct your personal information or how to lodge a complaint if you believe we have not complied with the Australian Privacy Principles, please see our privacy policy available on our website: www.grantthornton.com.au.

This privacy collection notice was updated November, 2026.