

## Introduction

This policy outlines how the Social Research Centre handles personal information collected through public interactions, including but not limited to our websites, email correspondence, phone calls, job applications, and other direct communications with individuals who are not participating in a research activity. This policy complements the Social Research Centre's Research Information Privacy Policy (RIPP). Where there is overlap, the RIPP governs our practices. You can view the RIPP at [scentre.com.au/privacy](https://scentre.com.au/privacy).

## Purpose of collection

We will only use your personal information for the purpose for which it was submitted, including:

- to complete the job application process and contact you regarding your interest in working at the Social Research Centre
- to respond to any inquiry you make
- to send you information regarding any of the above.

## When we collect personal information

We may collect personal information when you:

- Visit our websites or online platforms
- Contact us via email or phone, or through a form on our website
- Submit a job application or inquire about a role
- Register for events or webinars
- Subscribe to newsletters or mailing lists.

## Types of personal information collected

The information collected may include:

- General Personal Information:
  - Name
  - Contact details
  - Current employer
- Recruitment-Specific Personal Information.

If you submit a job application or inquire about a role, we may also collect:

- Date of birth
- Employment history or professional background
- Candidate application data, interview responses, and assessment results
- Reference check outcomes and police check status
- Proof of right to work documents (e.g. passports, birth certificates, visas)
- Tax and superannuation details (e.g. TFN, fund membership numbers)
- Emergency contact details

- Health status or other details you choose to provide

Information collected from website visitors:

- IP address and domain name
- Date and time of access
- Pages visited and documents downloaded
- Duration of visit
- Browser type and operating system
- Referring website or link
- Interaction patterns (e.g. clicks, scroll depth)
- Digital fingerprinting attributes and bot detection signals (e.g. behavioural anomalies)

We use session cookies to support user experience. These are deleted when your browser is closed and do not store personal information.

## Security of your personal information

The Social Research Centre will take reasonable steps to protect your personally identifiable information as you transmit your information from your computer to our website and to protect such information from loss, misuse, and unauthorised access, use, modification, disclosure, alteration, or destruction.

We utilize the ISO 27001 Information Security Management framework to apply global best practices in data security. Every year we are audited by ISO-Experts Global Compliance Certification (GCC) to retain our accreditation (current certification number: ISOEX-110045-21358-I-1). However, you should keep in mind that the transmission of information over the Internet is never completely secure or error-free. In particular, e-mail sent to or from this website may not be secure, and you should therefore take special care in deciding what information you send to us via e-mail.

## Retention and disposal of personal Information

We retain personal information only for as long as it is reasonably required for the purposes outlined in this policy. Specific retention periods for job applications and inquiries include:

- unsuccessful candidates (recruited directly): Data retained for up to 6 months post-application.
- successful candidates: Recruitment data retained until onboarding is complete, then transferred to employee records.

When no longer needed, we take reasonable steps to securely destroy or de-identify the information, in accordance with the Privacy Act 1988 (Cth).

## Overseas transfer

Your information is not transferred overseas and will be stored on Australian servers.

## Miscellaneous

The Social Research Centre reviews its Privacy Policy periodically and reserves the right, at its discretion, to modify or remove portions of this policy at any time. This page should be reviewed periodically so that you are updated on any changes.

Under this policy, 'personal information' has the same meaning as under the *Privacy Act 1988* (Cth).

## Further information

If you require further information about this policy, or to ask for access to your information, or if you have a complaint concerning your information or wish to have your information corrected, please contact [privacy@srcentre.com.au](mailto:privacy@srcentre.com.au). We aim to respond to all privacy-related inquiries within 30 days. If you are not satisfied with our response to your privacy complaint, you may contact the Office of the Australian Information Commissioner (OAIC). The OAIC handles complaints about how personal information is managed under the Privacy Act 1988 (Cth). You can contact the OAIC at [www.oaic.gov.au](http://www.oaic.gov.au), or by phone on 1300 363 992.