

Recruitment Privacy Policy

Thryv Australia Pty Ltd (**Thryv**) is committed to ensuring the privacy and security of your personal information. This Privacy Statement explains how we manage your personal information for the purposes of processing and considering your application for employment.

The kinds of information we collect and hold

During the recruitment process Thryv will collect personal information about you which may include items such as your name, date of birth, email address, phone number, contact details, employment history, remuneration details, education qualifications, professional licences, referee details, results of psychometric tests, security checks, video interviews and medical and police checks.

How we collect your information

Personal information will be collected via your application form, interviews, over the phone, written correspondence and from publicly available sources such as Facebook and LinkedIn. We may also collect information from third parties, for example psychometric test results, police checks and references.

If you choose not to provide certain personal information, we may not be able to progress your application, or provide you with direct correspondence regarding employment opportunities at Thryv.

You may also be required to provide personal information about other individuals to us (e.g. your referee contact details). If so, we rely on you to inform those individuals that you are providing their personal information to us and to advise them of the matters in this Privacy Statement.

How we hold your information

We may store your personal information in hard copy or electronic format, in storage facilities, which may be located in Australia or other countries,^[1] that we own and operate ourselves, or that are owned and operated by our service providers. We take reasonable steps to maintain the security of your personal information and to protect it from unauthorised disclosure.

How we use your information

Your personal information and application information will be held, used and disclosed for the purposes of selection and hiring, for providing you with marketing correspondence regarding employment at Thryv, and to verify your identity and other details, contact referees and conduct police and other checks.

When we disclose your information

Your information will be disclosed to recruiters and employees of Thryv who are involved in the hiring process. The information may also be accessed by or disclosed to recruitment agencies and other third parties who are engaged to provide recruitment services on behalf of Thryv (including identity and other background checks). These recipients may be located in Australia or other countries.^[1]

How to access or correct your information or make a privacy complaint

If you wish to obtain access to your personal information or believe that your personal information we hold is inaccurate or that we have breached your privacy, please let us know by contacting us at ThryvPrivacy_au@thryv.com.

Please provide us with details of your complaint and we'll investigate and respond in writing within 30 days of receiving your complaint.

If you're not satisfied with our response, you may lodge a formal complaint with the Office of the Australian Information Commissioner (<https://www.oaic.gov.au/>).

About this statement

This statement was last updated in November 2023.

From time to time we may need to change this statement. If we do so, the updated version will be posted on our website.

In addition to this privacy statement, we also have a general privacy policy which is available at <https://corporate.thryv.com/privacy>.

[1] Including USA, Europe (France, Germany, Sweden, Switzerland), UAE (Dubai, Oman), China (including Hong Kong & Taiwan), South Africa, Singapore, Japan, Philippines, Malaysia, Indonesia, India and New Zealand