



Privacy Statement

Introduction

This site is owned and operated by The AOT Group Pty Ltd. We are committed to protecting the privacy and confidentiality of personal information. Our processes in dealing with your application are supported by physical, electronic and procedural safeguards to protect personal information in our care.

How do we collect personal information?

Generally we will collect your personal information via your application or resume. Additionally, your personal information may be collected in our correspondence with you through verbal communication, facsimile or email.

What personal information do we collect?

Generally, the type of personal information we collect about you is the information included in your application or resume, for example, your name, mailing address, telephone number, email address, career history and qualifications. Additionally information relating to your application and the details of any selection processes undertaken is also maintained.

How do we use personal information?

We may use personal information for any one or more of the following purposes:

- Assisting you in applying for various positions within the AOT Group and it's subsidiaries;
- Assisting in your career performance or management;
- Analysing human resource and labour markets;
- Establishing your employee file with AOT;
- Any test or assessments or interviews you may undertake; and
- Helping in work rehabilitation.

We may use and disclose your personal information for the purposes it was collected or for a related or ancillary purpose such as providing you with one of our services.

Is the information disclosed to third parties?

We may disclose information about individuals as permitted by law. We may share information with regulatory bodies and law enforcement officials, provide information to protect against fraud and share information with your consent.

We may disclose your personal information to:

- Potential employers;
- Entities which may wish to engage your services as a contractor or temporary;
- Organisations that conduct competency tests and the like;
- Referees;
- A workers compensation body;
- Suppliers of services to us;
- Our related entities; and
- Educational or vocational organisations to the extent necessary to verify your qualifications.

We may engage third party contractors to perform services for us. In such case those third party contractors may be required to handle personal information. Under these circumstances those third party contractors must safeguard this information and must only use it for the purposes for which it was supplied, although we are not responsible for ensuring this.

Security of information

We have implemented appropriate physical, electronic and managerial security procedures in order to protect personal information from loss, misuse, alteration or destruction.

Access and correction of personal information

Subject to the exceptions set out in the Privacy Act 1988 (Cth), we invite you to access and correct any personal information we may hold on you. If we deny access, we will provide you with the reason for such denial.

Linked Sites

Our website may contain links to other sites. Flight Centre is not responsible for the privacy practices or the content of such web sites. We encourage you to read the privacy statements of any linked sites as their Privacy Policy may differ from ours.

Feedback / Complaints

We welcome your inquiries or comments about our Privacy Policy. Should you have any comments or complaints please contact us at careers@aot.com.au.

Changes to our privacy policy

From time to time it may be necessary for us to review and revise our privacy policy. We reserve the right to change our privacy policy at any time, should this occur the amendment would be posted on our website.