

Applicant Privacy Notice

RePass Cloud Pty Ltd

Effective: 2025-01-01

1. Who We Are

RePass Cloud Pty Ltd ("RePass Cloud", "we", "us") is an Australian-registered company headquartered in Sydney, New South Wales. This notice explains how we collect, use, store, and manage personal information during the hiring process.

We are bound by the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).

2. What Information We Collect

During the hiring process, we may collect:

- Contact details (name, email address, phone number, location)
- Resume or CV, portfolio links, and GitHub profile
- Responses to application questions
- Introduction video (if submitted)
- Interview notes and assessments
- Interview recordings (where applicable and consented to)
- Reference check information (where conducted)

3. How We Use Your Information

We use applicant information solely for the purpose of evaluating your suitability for the role applied for. This includes:

- Reviewing your application and supporting materials
- Conducting screening calls, technical interviews, and final interviews
- Performing reference or background checks where required
- Making and communicating hiring decisions

We do not sell, share, or use applicant data for marketing purposes. We do not reuse applicant data for future roles without your explicit consent.

4. Interview Recordings

Where interviews are recorded, you will be informed and asked to consent before any recording begins.

- **Unsuccessful applicants:** all recordings are deleted upon notification of the outcome. A confirmation email is sent to you.
- **Successful applicants:** a written summary of your interview is retained as part of your employee record. The video recording is deleted upon execution of your employment or contractor agreement.

5. Sharing Your Information

In limited circumstances, we may share applicant information with third parties:

- **With clients**, where a consulting engagement requires it and where you have given explicit written consent at the technical or final interview stage. Without your consent, we cannot proceed with the application — it will be marked as declined and all data deleted in accordance with this notice.
- **With service providers** who assist us in running our recruitment process (e.g. background check providers), under appropriate confidentiality obligations.

6. Data Retention

Applicant Status	Retention
Unsuccessful applicant	Deleted upon notification of outcome
Active employee (first 90 days)	Relevant application data carried into employee record; non-required data removed after 90 days
Employee departed within 90 days	Application data removed promptly
Former employee	Minimum data retained only as required by Australian statutory obligations (e.g. Fair Work Act, taxation)

7. Data Storage

All applicant data is stored in Australia. We take reasonable technical and organisational measures to protect personal information against unauthorised access, loss, or misuse.

8. Your Rights

Under the *Privacy Act 1988 (Cth)*, you have the right to:

- Request access to the personal information we hold about you
- Request correction of inaccurate or incomplete information
- Make a complaint if you believe your privacy rights have been breached

To exercise any of these rights, contact us via our contact page.

9. Agreement to This Notice

By submitting an application, you confirm that you have read and agree to this Applicant Privacy Notice. Acceptance is required to submit an application via the RePass Cloud careers portal.

10. Contact & Complaints

RePass Cloud Pty Ltd

Sydney, New South Wales, Australia

Contact page

If you are not satisfied with our response to a privacy concern, you may contact the Office of the Australian Information Commissioner (OAIC) at oaic.gov.au.

This notice is subject to periodic review. The current version is published on our careers privacy page.