

Collection Statement for OMC Employees & Job Applicants (Public)

Related Policies	<ul style="list-style-type: none"> • OMC International Privacy Policy – Public version
Related Documents	<ul style="list-style-type: none"> • Australian Privacy Principles

1. We need to collect personal information (including health information) about you to: (i) assist us to conduct our business functions; (ii) allow us to manage the protection of your health and safety in the workplace; (iii) enable us to undertake our recruitment processes; and (iv) comply with relevant State and Federal law and government regulations and any applicable privacy laws that we are subject to. This information is collected by us from a number of sources, for example, you provide us with information when you complete employment forms. In other cases, we may obtain personal information (not including health information) from previous employers or referees nominated by you. In the case of health information, we only collect this information from you.
2. By providing your personal information to us, you agree that it will be used and disclosed by OMC International in accordance with the terms of our Privacy Policy, as updated or amended from time to time. Refer to our Privacy Policy for further information.
3. If you do not agree, you must not provide your personal information to us. If you do not provide your personal information to us, we may not be able to complete our recruitment processes (in the case of job applicants), or otherwise, we may not be able to carry out functions critical to your employment with us (for example, by managing your health and safety in the workplace where you have a medical condition which is relevant to your employment with us)
4. We may disclose your personal information to third parties in connection with the purposes described above in paragraph 1. However, in the case of health information, we will only disclose this information where: (i) you have consented to such disclosure; or (ii) such disclosure is required or permitted by law.
5. The OMC International Privacy Policy contains information about how you may access and seek correction of your personal information, how you may complain about a breach of your privacy, and how we will deal with that complaint.
6. We may collect and use employee images or recordings as part of our normal business operations.
 This may include use in:
 - the company intranet and internal directories
 - internal presentations, reports, and documents
 - internal communications (e.g. newsletters, announcements)
 - email signatures and collaboration tools
 - identification, security, or access systems

These images or recordings are used to support communication, collaboration, and operational needs within the organisation.

Providing images or recordings for internal use is voluntary. If you do not wish your images or recordings to be used for any of the purposes outlined above, or if you would like an existing image or recording removed or updated, you may opt out at any time by notifying HR.

Note that while we will make reasonable efforts to remove materials once an opt-out request is received, it may not be possible to fully retract content that has already been published or distributed.

We will handle all employee images or recordings in accordance with our Privacy Policy and applicable privacy legislation.

Employee consent is required for the use of employee images or recordings for external purposes. Refer to the Employee Image Consent Form in the Human Resources Information System or contact HR.

Where to go for more information

- Australian Privacy Principles 2014 - www.oaic.gov.au

Legislation

- *Privacy Act 1988 (Cth)* - www.legislation.gov.au
- *Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)* - www.legislation.gov.au
- *Privacy & Data Protection Act 2014 (VIC)* – www.legislation.vic.gov.au

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