

Talent Acquisition Candidate Privacy Statement

1. Purpose of Collection

Southern Cross University (SCU) collects, stores, and uses personal information to manage recruitment and employment processes, including assessment, selection, onboarding, and related statistical and reporting purposes. Your personal information may be retained for future employment opportunities.

Providing this information is voluntary; however, if the required information is not provided, SCU may be unable to assess or progress your application.

2. Collection Method

SCU generally collects personal information directly from you through its e-recruitment platform or via materials you submit (e.g. curriculum vitae, application responses, supporting documents).

Candidate declarations: SCU may collect declarations relevant to your employment, including conflicts of interest, outside work or secondary employment, and other integrity, safety or compliance matters required by University policy or law.

Information may also be collected from third parties were authorised by you, or otherwise permitted or required by law. All information is stored securely and used only for recruitment purposes.

3. Use of Artificial Intelligence (AI)

SCU may use AI-enabled tools to assist with certain recruitment tasks, including summarising applications, identifying skills, preparing interview questions, and supporting administrative activities.

AI tools do not make recruitment decisions. All decisions are made by SCU staff with human oversight. AI is used only to support the efficiency and consistency of recruitment processes.

Further detail on the digital tools and AI systems used in recruitment is provided in Section 6 (Digital Tools and AI Used in Recruitment) below.

4. Disclosure to Third Parties

SCU may disclose your personal information to trusted third-party service providers that support recruitment activities. These providers are listed in Section 6 and are subject to privacy and contractual obligations.

SCU will not disclose your information to any other party except:

- as described in this Candidate Privacy Statement;
- where you consent; or
- where required or authorised by law.

5. Storage and Retention

SCU safeguards personal information against unauthorised access, use, modification, or disclosure. Personal information is retained only for as long as necessary to meet operational, legal, regulatory, or reporting requirements.

Microsoft 365 Copilot

Microsoft 365 Copilot may generate limited activity or audit logs for operational security and compliance. Based on information provided by Platform Services:

What the logs contain:

- metadata (including prompt activity and resources accessed);
- user identifiers;
- timestamped activity information.

Purpose of logs:

- to provide an audit trail of activity;
- to monitor for aberrant activity;
- to support investigations when required by SCU.

Access controls:

- only select members of the Platform Services and Cyber Security teams have access;
- access is governed by conditional access policies and staff must be on an approved exception list;
- access to audit logs requires membership of designated privileged groups (Audit Manager or Audit Reader).

Retention periods:

- logs are retained for between 30, 90, 180, or 365 days depending on the log type.

Secure disposal:

- logs are automatically deleted at the end of their retention lifecycle.

Governance and contractual controls:

- audit logs remain within SCU's tenant;
- management of these logs is governed by SCU policy and compliance requirements;
- Privacy Impact Assessment (PIA) undertaken for Copilot.

6. Digital Tools and AI Used in Recruitment

SCU uses the following systems to manage recruitment. Each provider handles data in accordance with its own privacy policy and applicable laws.

Third-Party Providers

Acendre Recruit by HireRoad

[Acendre Recruit by HireRoad Privacy Policy](#)

Usage: Manages applications, interviews, onboarding, offers, reporting, and talent pools (where consent is provided).

- **Data Hosting:** Hosted in AWS data centres located in Australia. Data does not leave Australia. Support personnel outside Australia do not access production data.
- **Security Measures:** Encryption in transit and at rest (TLS 1.2+, AES-256), role-based access controls, monitoring, and controls aligned with Australian Government standards.

- **Data Use:** Information is used to support recruitment administration, reporting, system operation, and compliance activities. Record-keeping obligations, including those under the *State Records Act 1998 (NSW)* are managed by SCU as the data controller
- **Roles:** SCU is the data controller; Acendre is the data processor.
- **Cross-Border Disclosure:** No overseas disclosure unless required by law.
- **Compliance:**
 - *Privacy Act 1988 (Cth)*;
 - Australian Privacy Principles;
 - *Privacy (Tax File Number) Rule 2015 (Cth)*;
 - Notifiable Data Breaches scheme.
- **Retention:** Information is retained and disposed of in accordance with SCU's retention policies, applicable legislation, and system configuration. Acendre supports secure retention and disposal processes in line with client instructions and contractual requirements

Microsoft 365 Copilot

- **Usage:** Copilot is used within SCU's Microsoft 365 tenant to support recruitment and HR functions (e.g. analysing applications, summarisation, preparing interview questions, and other administrative support). Copilot processes only information that the user already has permission to access.
- **Licensing:** SCU uses Basic and Premium licences. The Talent Acquisition team uses a dedicated enhanced licence.
- **Safeguards and Data Boundary:**
 - SCU operates within a protected Microsoft 365 data boundary and stored data is not used to train large language models;
 - Copilot only processes data accessible to the user;
 - Proactive implementation of comprehensive data-protection measures across the tenant.
- **Data Residency:**
 - SCU's Microsoft 365 tenant is provisioned in Australia under Microsoft's Product Terms;
 - SCU's current commitment term is five years;
 - Microsoft may relocate data where operationally required, subject to its Product Terms.
- **Roles:** SCU is the data controller. Microsoft acts as the data processor, except where it is an independent controller for its own business operations.
- **Security Standards:**
 - encryption of data at rest and in transit;
 - ISO 27001, ISO 27002, ISO 27018;
 - access controls, monitoring, and security governance as set out in Microsoft's Product Terms and Data Protection Addendum.
- **Security Incidents:** Microsoft will notify SCU of any data breach affecting SCU's data and assist SCU with notification obligations under applicable laws.
- **Data Transfers:**
 - no overseas disclosure except as required by law or permitted under Product Terms;
 - any transfers rely on Standard Contractual Clauses, UK Addendum, or other lawful safeguards.
- **Retention and Deletion:**
 - SCU may extract or delete data at any time;
 - data is deleted after service termination following Microsoft's standard processes.

- **For more information, see:**
 - [Microsoft Privacy Statement](#)
 - [Data, Privacy, and Security for Microsoft 365 Copilot](#)
 - [Overview of Product Terms Data Residency - Microsoft 365 Enterprise](#)
 - [Microsoft Product and Services Data Protection Addendum \(WW\)](#)

LinkedIn Integration

LinkedIn Privacy Policy

- SCU may view publicly available LinkedIn information about candidates.
- Additional information is accessed only if a candidate chooses to connect or share it.
- Information may be used to verify CV details or to support assessment.
- LinkedIn processes data in accordance with its own Privacy Policy and operates independently of SCU.
- **Referoo – Reference Checking Usage**
 - SCU uses Referoo to facilitate reference checking as part of recruitment and pre-employment processes. This may involve the collection and processing of candidate information, referee contact details, employment-related information and responses provided by referees.
 - Information collected through Referoo is used to assess a candidate's suitability for employment, verify relevant employment information and support recruitment decision-making. Referoo processes information on SCU's behalf in accordance with applicable privacy requirements and contractual arrangements.
 - Candidates will be informed where reference checking is undertaken and may be asked to provide referee details and authorise SCU to contact those referees. Referees are provided with relevant privacy information when participating in the reference-checking process.

Internal Governance and Security Measures

SCU implements numerous measures to ensure candidate data is secure, including:

- recruitment information is accessed only by the Recruitment team and authorised panel members;
- access is restricted through role-based permissions;
- systems are hosted within secure environments meeting Australian or international standards (e.g. AWS for Acendire; Microsoft's ISO-certified infrastructure for 365 services);
- confidentiality obligations form part of SCU's Code of Conduct, employment contracts, and the Southern Cross University Enterprise Agreement 2024;
- staff receive required induction and panel training, including on privacy obligations;
- the online recruitment module (Scout) tracks training completion and maintains recruitment records;
- contracts with providers include privacy, data-security, and notification obligations;
- where feasible, SCU may conduct periodic reviews or due-diligence checks on providers.

7. Your Rights and Access

You may request access to, or correction of, your personal information by contacting the People & Culture team at hr@scu.edu.au.

For privacy enquiries, you may contact SCU's Privacy Officer at privacy@scu.edu.au.

Further resources:

- SCU Privacy Statement: <https://www.scu.edu.au/about/legals--privacy--copyright/privacy-statement/>.
- SCU Privacy Management Plan: <https://policies.scu.edu.au/view.current.php?id=00018>.
- SCU Job Opportunities and associated Privacy Notices: <https://www.scu.edu.au/about/jobs-at-southern-cross/>.