

Privacy Collection Notice - Job Applicants

This notice explains how Australian Energy Market Operator Limited (AEMO) collects and handles your personal information when you apply for a job or other work opportunity with AEMO. It should be read together with the [AEMO Privacy Policy](#), which explains more generally how AEMO manages personal information, including access, correction and complaints.

Why is your personal information being collected?

AEMO collects your personal information to assess and manage your application, communicate with you, verify information you provide, conduct recruitment assessments and required checks, make employment or engagement decisions, and improve AEMO's recruitment processes. Relevant information may also be retained to inform you of other job opportunities, and if you are successful, used to establish and manage your employment or engagement record.

What personal information may be collected?

AEMO may collect information relevant to your application, including your name and contact details, résumé and cover letter, employment and education history, professional qualifications and memberships, right-to-work information, interview notes, assessment results, referee details and references, and communications with you. AEMO may also collect information from candidate surveys or recruitment assessments, activities or events.

Where relevant to the role or required by law, AEMO may collect sensitive information or government-related identifiers, including health information, criminal record information, drug and alcohol test results, demographic information, photographs, and passport, driver licence or other identity document details. Where consent is legally required, AEMO will ask for it separately.

How is your personal information collected and handled?

AEMO generally collects personal information directly from you through its careers portal, application forms, interviews, assessments, telephone calls, SMS, email or other correspondence. AEMO may also collect personal information about you from publicly available sources, recruitment agencies, your nominated referees, previous employers, educational institutions, professional bodies, and service providers that conduct assessments or checks on AEMO's behalf.

AEMO will use your information for the purposes described in this notice. It may disclose relevant information to recruitment and technology service providers, assessment and background-check providers, your nominated referees, and government, law enforcement, national security or regulatory bodies where required or authorised by law. As part of this, AEMO or its provider may verify your identity and other details by matching information with a document issuer or record holder. Some service providers may process or store personal information overseas, including in the United States, and may be subject to different privacy regimes. AEMO will take reasonable steps to ensure appropriate protections are in place to protect personal information from misuse, interference, loss and unauthorised access, modification or disclosure. AEMO retains personal information only for as long as it is needed or required by law, and then securely destroys or permanently de-identifies it.

Will artificial intelligence be used?

AEMO may use third-party platforms or computer programs, including artificial intelligence (AI), to support recruitment activities such as reviewing application material against role requirements, and creating interview transcripts or notes. Where an AI-assisted decision could reasonably be expected to significantly affect your rights or interests, AEMO personnel will review and assess the output or recommendation. If a particular AI activity is optional, AEMO will explain how you can choose not to participate.

What happens if you do not provide the information?

You are not required to provide your personal information. However, if you do not provide information needed to assess or verify your application, AEMO may be unable to progress your application or consider you for the relevant opportunity.

How can you access, correct, enquire or complain about your personal information?

You can update information in your candidate profile or ask AEMO to access, correct or delete personal information held about you by contacting the Talent team at talent@aemo.com.au. You may also opt out of recruitment updates or other optional communications at any time.

The [AEMO Privacy Policy](#) explains how to request access to or correction of personal information held by AEMO, how to make a privacy enquiry or complaint, and how AEMO will deal with a complaint. You may contact AEMO at privacy@aemo.com.au or the Information & Support Hub on 1300 236 600 (Attn Privacy Officer).