

Applicant Data Privacy Notice

Effective Date: 07/28/2026

Australia

Curriculum Associates, LLC (“Curriculum Associates,” “CA,” “we”) provides this notice to applicants for roles in Australia. It explains how we handle your personal information under the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

The Privacy Act’s employee records exemption applies to records of current and former employees; it does not apply to job applicants. Your application information is protected by the Privacy Act and the Australian Privacy Principles.

What we collect and why

We collect the contact details, work history, skills, education, certifications, and other information in your application materials and profile; recruiting communications; and, as described in the AI-use notice, publicly available information such as your LinkedIn profile that our recruiters review. We collect this information to assess your suitability for open roles, conduct our recruiting and selection process (including the AI-assisted evaluation described below), verify your qualifications, comply with the law, and protect our legal interests. Where practicable, we collect personal information directly from you.

Sensitive information. We collect sensitive information — such as information about racial or ethnic origin — only with your consent and only for equal-opportunity monitoring and to administer our hiring process, unless an exception applies.

Automated decision-making and our use of AI

We use Eightfold, an AI-supported talent acquisition platform, to analyze your application against open roles and to categorize your profile (for example, as a potential strong or good match) to support our recruiters. The platform does not make hiring decisions, does not autonomously reject, advance, or select applicants, and shows no numerical score. A human reviewer assesses every applicant and makes all hiring decisions, using the platform’s output as one input among many.

Personal information used. Eightfold processes the following information from your application: work experience (including relevance, duration, and recency); technical and professional skills and competencies; educational background; certifications; and overall alignment to the requirements of the role you have applied for.

Decisions directly supported. The platform produces a match categorization — for example, “potential strong match” or “potential good match” — that directly supports our recruiting team’s assessment of your application. This categorization may affect the priority and manner in which your application is reviewed. No decisions are made solely by automated means: all hiring decisions are made by authorized human recruiters who review every candidate.

Further information. For more detail about how the platform operates, the personal information it processes, and your choices, see our AI-use Notice and Consent Form available in the Privacy Hub.

Use, disclosure, and service providers

We use and disclose your personal information for the purposes described above and for directly related purposes you would reasonably expect. We disclose it to our talent acquisition platform provider (Eightfold) and to other recruiting, hosting, and security providers that handle it on our behalf and are required to protect it consistent with the Australian Privacy Principles. Your personal information is not used to train AI models; Eightfold may use de-identified, aggregated data that cannot reasonably be linked to you to improve the performance, accuracy, and fairness of its tools.

Cross-border disclosure

Eightfold and certain of our service providers are located in the United States, so your personal information may be disclosed overseas. Before disclosing personal information overseas, we take reasonable steps to ensure that the overseas recipient handles it in a manner consistent with the Australian Privacy Principles, including by entering into contractual protections with those recipients.

Your rights: access and correction

You may request access to the personal information we hold about you and ask us to correct it if it is inaccurate, out of date, incomplete, irrelevant, or misleading. To make a request, contact us using the details below. We will respond within a reasonable period and will explain our reasons if we decline access or correction in the limited circumstances permitted by the Australian Privacy Principles.

Retention and security

We take reasonable steps to protect your personal information from misuse, interference, loss, and unauthorized access, modification, or disclosure. Your information is stored securely within the platform and accessible only to authorized CA personnel involved in hiring. We retain application information only as long as necessary — generally no more than 18 months from the date of your application — after which we destroy or de-identify it, unless the law requires a different period. If a data breach is likely to result in serious harm, we will notify affected individuals and the Office of the Australian Information Commissioner under the Notifiable Data Breaches scheme.

Inquiry, review, and appeal

If you were not selected and have questions about how your application was evaluated, including the role of the platform, contact us at the details below within 30 days of your decision notice for a general explanation of the factors and criteria applied.

Complaints

If you have a privacy complaint, contact us first using the details below and we will investigate and respond. If you are not satisfied with our response, you may complain to the Office of the Australian Information Commissioner (OAIC) at www.oaic.gov.au or 1300 363 992.

Changes to this notice

We review this notice regularly.

Contact us

For any privacy question, request, or complaint, contact people@cainc.com.
