

PRIVACY COLLECTION STATEMENT

For the purposes of the Privacy Act 1988 (Cth)

1. Jefferies Australia Pty Limited (the **Company**) collects personal information from its employees and from candidates for employment, prior to and at the commencement of an employee's employment and from time to time thereafter throughout an employee's employment.
2. Depending on the particular circumstances, we collect and hold a range of different information about you. This includes items such as your name, date of birth/age, contact details, address/location, identification documents, resume, employment history, education qualifications, residency/citizenship status, work permit/visa details, professional licenses, referee details, military service and veteran details, results of psychometric tests, security/background checks, video interviews, medical and toxicology tests, identity and police checks.
3. You might also need to provide personal information about other individuals to us (e.g. your referee contact details). If so, we rely on you to:
 - 3.1 inform those individuals that you are providing their personal information to us;
 - 3.2 obtain their consent; and
 - 3.3 advise them about this statement.
4. We also collect personal information about you which may be considered sensitive or protected under applicable laws (such information may include, ethnic origin, criminal record, physical and mental health, identity reference numbers, and other protected sensitive information) (**Sensitive Personal Information**). You acknowledge and agree that we may collect, store, use or disclose such Sensitive Personal Information for the purposes for which the Sensitive Personal Information was received or collected or as otherwise permitted under applicable laws.
5. We may collect your information in a number of ways, including:
 - 5.1 directly from you (such as from your application form, interviews, over the phone, written correspondence and through webforms and IT systems);
 - 5.2 from publicly available sources (such as Facebook and LinkedIn); and
 - 5.3 from third parties (such as conference organisers, recruitment agencies, references and from psychometric test results and police and identity checks as well as credit and other financial background and directorship checks).
6. The Company may transfer that personal information both inside and outside of Australia, including (without limitation) to the following classes of transferees in the United States and the United Kingdom:
 - 6.1 a body corporate controlled by Jefferies Group LLC, the parent of the Company (**Jefferies Group**);
 - 6.2 a third party which provides services or advice to the Company or the Jefferies Group, or entities that the Company or the Jefferies Group conduct business with (or intend to do so), including but not limited to: existing or prospective clients, counterparties, exchanges and clearing houses;
 - 6.3 the Australian Taxation Office and other authorities within and outside Australia;
 - 6.4 a regulatory, statutory or governmental body with oversight of any of the functions of the Company or the Jefferies Group;
 - 6.5 an actual or proposed purchaser of the business or shares of the Company or a member of the Jefferies Group; and
 - 6.6 a third party involved in potential or actual litigation with the Company or the Jefferies Group.

You acknowledge that by you consenting to Jefferies disclosing your personal information to overseas recipients, Australian Privacy Principle (APP) 8.1 will not apply to the disclosure (which means that Jefferies will not be obliged under the Privacy Act 1988 to take reasonable steps to ensure that an overseas recipient does not breach the APPs and Jefferies will not be liable under the Privacy Act 1988 if the recipient does not act consistently with the APPs).

- 7. Personal information of an employee or candidate may be collected, used and disclosed for purposes related to the recruitment or employment of the individual and for the conduct of the Company's and the Jefferies Group's business. Such use includes, but is not limited to:
 - 7.1 in connection with licensing or registration requirements for the provision of financial or other regulated services or products;
 - 7.2 recruitment and the commencement of the employment relationship;
 - 7.3 calculating, processing and handling payroll, taxation and entitlements;
 - 7.4 reviewing and considering salaries, bonuses and benefits;
 - 7.5 managing work allocation, performance, promotions, training and secondments;
 - 7.6 managing absences and fitness for work;
 - 7.7 considering actual or potential misconduct, discipline and dismissal of a Company or Jefferies Group representative;
 - 7.8 providing employee references;
 - 7.9 liaising and interacting with and responding to regulatory, statutory or governmental bodies;
 - 7.10 carrying out the business of the Company and the Jefferies Group, including but not limited to interacting with existing or prospective clients, counterparties, exchanges and clearing houses;
 - 7.11 participating in potential or actual litigation, including preparation for potential litigation and conduct of actual litigation; and
 - 7.12 receipt by the Company or the Jefferies Group of professional advice or any other services.

Failure to provide personal information to the Company as required may prevent the Company from being able to proceed with an offer of employment or provide an employee with certain employment-related benefits or (in certain circumstances) from continuing to employ the employee.

- 8. For further information or to make a complaint about how Jefferies manages personal information or for requests by a candidate or employee for access to or correction of their personal information, please contact HR_Asia@jefferies.com in the first instance. Jefferies is committed to its data protection obligations globally and recognises its responsibility to protect individuals' personal data. Jefferies will manage privacy complaints as follows:
 - 8.1 complaints from employees will be addressed in accordance with the Company's grievance procedure as set out in the Company Employee Handbook;
 - 8.2 complaints from candidates will be reviewed by Jefferies European Privacy Office (EMEAAsiaprivacy@jefferies.com).

I acknowledge that I have read and understood the contents of this Privacy Collection Statement and agree that its terms will apply in relation to personal data that I have provided to the Company both prior to and after the date of this Privacy Collection Statement.

 Employee / Candidate name Employee / Candidate signature

Date