

Privacy Policy

WRK4CE PTY LTD will comply with the Privacy Act, 1988 and with the thirteen Australian Privacy Principles (APPs) in the Privacy Act.

Definitions

The terms “personal information” and “employee record” are used in this document with the meanings given to them in the Privacy Act, 1988.

How does WRK4CE handle personal information?

Applicable laws: WRK4CE is bound by the Australian Privacy Principles under the Privacy Act 1988, the Australian Privacy Principles (APPs) and other applicable laws governing privacy. Where appropriate, WRK4CE may handle personal information relying on the related body’s corporate exemption and the employee records exemption in the Privacy Act and any other applicable exemptions in other legislation.

How is it held? Personal information held by WRK4CE is stored via the internal IT infrastructure. Where appropriate, access to personal or business information by WRK4CE is limited to those individuals with a relevant requirement for access.

Who is the personal information disclosed to? As a general rule, WRK4CE will not disclose personal information to any third parties except if it is otherwise permitted or required by the Privacy Act or any other law.

For the purpose of recommending a candidate to a potential employer, WRK4CE will only disclose personal information to the employer with prior consent of the candidate. WRK4CE will take reasonable steps to ensure, for instance pursuant to a contractual agreement, that all personal information receives an adequate level of protection, for example by requiring that a third-party’s policy ensures candidate’s information will be stored on secure servers that are protected in controlled facilities.

WRK4CE has put in place appropriate procedures with the third-parties that it shares a candidate’s personal information with to ensure that (a) a candidate’s personal information is treated by those third-parties in a way that is consistent with and which respects the relevant privacy laws as appropriate; and (b) will only use a candidate’s information for the purpose of providing services to WRK4CE, or for consideration of the recruitment of that candidate within their organisation, and such third-parties will not use a candidate’s information for any other purpose.

How can I access my personal information or make a complaint?

To the extent you are entitled under the Privacy Act and other applicable laws, you can: access (and where necessary seek correction of) your personal information held by WRK4CE; and complain if you consider WRK4CE has breached its privacy obligations

Document Name	Privacy Policy	Authorised by Issue	Director
Document Group	Policies	Version No	1
Document Number	P.PP.01	Date	01/04/2024

Any complaint about a privacy issue will be reviewed and, where appropriate, investigated by WRK4CE by a Director of WRK4CE. A written response to the complaint will be forthcoming to the person who lodged the complaint within a reasonable time (depending upon the nature of the complaint and the issues and logistics involved with its investigation).

Protection of Information

WRK4CE will protect information from unauthorised access, use or disclosure through reasonable manual and technological means. When information is no longer required to be held it is destroyed appropriately.

Accuracy of Information

All reasonable steps will be taken to ensure that information held by WRK4CE is accurate and up-to-date.

Consent

By providing WRK4CE with personal information, you consent to the collection, use and disclosure of your personal information as described in this policy.

Intellectual Property & Security

All intellectual property developed by employees during their employment with WRK4CE, including discoveries or inventions made in the performance of their duties related in any way to the business of WRK4CE, will remain the property of WRK4CE.

Employees may be given access to confidential information, data, business property, keys to premises or any other business-related property/information in the performance of their duties. This must be protected and used only in the interests of WRK4CE.

Employees must not:

1. disclose or use any part of any confidential information outside of the performance of their duties and in the interests of WRK4CE; or
2. authorise or be involved in the improper use or disclosure of confidential information;
3. during or after their employment without the Employer's written consent, other than as required by law.

'Confidential information' includes any information in any form relating to WRK4CE Business Services and related bodies, clients or businesses, which are not in the public domain.

Employees must act in good faith towards WRK4CE and must prevent (or if impractical, report) the unauthorised disclosure of any confidential information. Failure to comply with this policy may result in performance improvement proceedings including dismissal, and WRK4CE may also pursue monetary damages or other remedies.

Document Name	Privacy Policy	Authorised by Issue	Director
Document Group	Policies	Version No	1
Document Number	P.PP.01	Date	01/04/2024