

Purpose







Veritech Group is committed to protecting the privacy and security of your personal information, and ensuring it is handled appropriately and lawfully, in accordance with the Commonwealth Privacy Act of 1988.

This privacy policy describes how we collect and use personal information about you during and after your working relationship with us.

It applies to all employees, workers and contractors.














Data Protection Principles




We will comply with data protection law. This says that the personal information we hold about you must be:

-  Used lawfully, fairly and in a transparent way.
-  Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
-  Relevant to the purposes we have told you about and limited only to those purposes.
-  Accurate and kept up to date.
-  Kept only as long as necessary for the purposes we have told you about.
-  Kept securely.





The Kind of Information We Keep About You

Personal data, or personal information means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

-  Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
-  Date of birth.
-  Gender.
-  Next of kin and emergency contact information.
-  Bank account details, payroll records and tax information.
-  Salary, annual leave, pension and benefits information.
-  Start date.
-  Location of employment or workplace.
-  Copy of driving licence.
-  Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process).
-  Employment records (including job titles, work history, working hours, training records, certificates and professional memberships).
-  Compensation history.
-  Performance information.

-  Disciplinary and grievance information.
-  Information about your use of our information and communications systems.
-  Vaccination and Immunisation records, where required to perform work.

We may also collect, store and use the following “special categories” of more sensitive personal information:

-  Information about your indigenous descent or aboriginality.
-  Trade union membership.
-  Information about your health, including any medical condition, health and sickness records.
-  Information about criminal convictions and offences.

The Kind of Information We Hold About You

We collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers or other background check agencies.




We will collect additional personal information in the course of job-related activities throughout the period of you working for us.

Website Links and Cookies



If you visit a Vertech Group website, we may collect information through the use of cookies. A cookie is a small file that a website may store on your device to record information about your use of that website, such as your IP address, browser type, language, access times and any referring website addresses. We collect this information for analytical purposes to help us improve your experience when you visit a Vertech Group website. A cookie will only include personal information that you supply. It cannot otherwise read information from your device. You will be notified about the use of cookies when you visit the website. By accessing a Vertech Group website, you consent to the collection, use and disclosure of personal information as described in this Policy.

How We Will Use Information About You

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

-  Where we need to perform the contract, we have entered into with you. This includes to enable you to enter the sites you are required to work and to perform the work you are employed to perform.
-  Where we need to comply with a legal obligation.
-  Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests.

We may also use your personal information in the following situations, which are likely to be rare:

-  Where we need to protect your interests (or someone else’s interests).
-  Where it is needed in the public interest (or for official purposes).

If you fail to provide Personal Information

If you fail to provide certain information when requested, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

Change of Purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data Retention

How long will Vertech Group hold your Information?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Control of Records Procedure – VER-QMS-003. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

Once you are no longer an employee, worker or contractor of the company we will retain and securely destroy your personal information in accordance with our Control of Records Procedure OR applicable laws and regulations.







Rights of Access, Correction, Erasure and Restriction

Your duty to inform Vertech Group of Changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Your Rights in connection with Personal Information

Under certain circumstances, by law you have the right to:

-  **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
-  **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
-  **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing.
-  **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
-  **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
-  **Request the transfer** of your personal information to another party. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Vertech Group HR in writing (HR@vertechgroup.com.au).

Right to withdraw consent

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact Vertech Group HR. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

Further Information

If you have any queries or you would like further information concerning your privacy, please contact Vertech Group on (08) 6168 7600 or email HR@vertechgroup.com.au

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.



Tom Brennan – Managing Director
Vertech Group Pty Ltd