



Tekk Group WA Pty Ltd

ABN: 23 677 697 844

Effective Date: 1 August 2026

1. Introduction

Tekk Group WA Pty Ltd respects your privacy and is committed to protecting the personal information we collect, hold, use and disclose.

This Privacy Policy explains how TEKK manages personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**, where applicable.

This Privacy Policy applies to personal information collected through our website, recruitment and labour hire activities, employment services, forms, online platforms and other interactions with TEKK.

2. Personal Information We Collect

We may collect personal information that is reasonably necessary for our business activities, including:

- **Identification information** – name, date of birth, identity documents and work rights information;
- **Contact information** – telephone number, email address and residential, business or postal address;
- **Employment information** – employment history, qualifications, licences, tickets, competencies and references;
- **Recruitment information** – applications, interviews, availability, skills, experience and suitability information;
- **Financial information** – payroll, banking, billing and payment information where required;
- **Health and other sensitive information** – where reasonably necessary for employment, labour hire, workplace health and safety or other lawful purposes;
- **Next of kin and emergency contact information** – information collated for safety and mobilisation purposes;
- **Technical information** – IP address, device information, login details, website usage and similar technical information; and
- **Other information** – information you provide to us when contacting us, applying for employment, engaging our services or otherwise interacting with TEKK.

We will only collect sensitive information where reasonably necessary and where permitted or required by law, including with your consent where required.

3. How We Collect Personal Information

We may collect personal information:

- directly from you through applications, forms, telephone calls, emails, interviews, meetings and other interactions;
- when you use our website, recruitment systems, online platforms or services;
- from referees, previous employers, clients and other third parties where permitted;
- from publicly available sources where appropriate and lawful; and
- automatically through cookies, analytics and similar technologies.

Where we collect personal information from a third party, we will take reasonable steps to ensure that the collection and use of that information is permitted under applicable privacy laws.

4. How We Use Personal Information

We may collect, hold and use personal information for purposes including:

- providing recruitment and labour hire services;
- recruiting and assessing employees, contractors and workers;
- assessing suitability for employment, labour hire or work assignments;
- verifying qualifications, licences, employment history, references and other information;
- managing employment, labour hire and workforce arrangements;
- processing payroll, payments and billing;
- communicating with candidates, workers, clients and other stakeholders;
- meeting workplace health and safety, insurance, legal, regulatory and contractual requirements;
- providing customer support and responding to enquiries;
- improving our services, systems and website; and
- sending relevant updates, offers and marketing communications where permitted by law.

You may opt out of marketing communications at any time by following the unsubscribe instructions provided or contacting us.

5. Disclosure of Personal Information

We may disclose personal information where reasonably necessary to:

- our employees, contractors and related entities;
- clients and prospective clients for recruitment, placement, mobilisation and workforce management purposes;
- referees and previous employers for verification purposes;
- Next of Kin information for submission & mobilisation purposes;
- payroll, accounting, insurance, legal and other professional advisers;
- trusted third-party service providers, including technology, hosting, recruitment, payroll, payment processing, IT and communications providers;
- business partners and suppliers where necessary to provide our services;
- government agencies, regulators, insurers and law enforcement where required or authorised by law; and
- prospective purchasers or investors in connection with a proposed or completed business transaction.

We do **not** sell personal information.

6. Storage and Cross-Border Disclosure

TEKK takes reasonable steps to ensure that personal information is stored securely and handled in accordance with applicable privacy laws.

We use third-party technology and service providers to support our recruitment, labour hire, document management, communications and business operations. Depending on the services used, personal information may be stored, accessed or processed within or outside Australia.

Where personal information is disclosed to an overseas recipient, TEKK will take reasonable steps to comply with applicable requirements under the Privacy Act and the Australian Privacy Principles.

7. Data Security

TEKK takes reasonable technical, physical and administrative measures to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

However, no method of electronic transmission or storage can be guaranteed to be completely secure.

Where TEKK becomes aware of a data breach involving personal information, we will assess and respond to the incident and take any steps required under applicable laws.

8. Data Retention

We retain personal information for as long as reasonably necessary to fulfil the purposes for which it was collected, provide our services and meet legal, regulatory and contractual requirements.

When personal information is no longer required, TEKK will take reasonable steps to securely delete or de-identify it, subject to any applicable retention requirements.

As a general guideline, we may retain inactive customer or candidate information for up to **24 months**. Information may be retained for longer where reasonably necessary or where required by law.

9. Access, Correction and Privacy Complaints

Subject to applicable law, you may:

- request access to personal information we hold about you;
- request correction of information that is inaccurate, incomplete or out of date; and
- make a complaint about how we have handled your personal information.

We will handle privacy requests and complaints in accordance with applicable privacy laws and respond within a reasonable period.

If you are not satisfied with our response, you may have the right to make a complaint to the **Office of the Australian Information Commissioner (OAIC)**.

10. Cookies and Website Tracking

Our website may use cookies, analytics and similar technologies to:

- improve website functionality and user experience;
- analyse website usage and performance; and
- support relevant advertising and marketing activities where permitted by law.

You can control or disable cookies through your browser settings, although doing so may affect some website functionality.

11. Changes to This Privacy Policy

TEKK may update this Privacy Policy from time to time to reflect changes in our business, technology or applicable laws.

The most recent version of this Privacy Policy will be made available on our website.

12. Contact Us

If you have any questions, requests or complaints regarding this Privacy Policy or the way TEKK handles your personal information, please contact us: info@tekkgroup.com.au or 08 6163 0235