CONFIDENTIALITY & PRIVACY POLICY

Purpose

Protech is committed to protecting personal information and maintaining confidentiality. This policy sets out its commitments and stakeholder responsibilities for information privacy and security.

Scope

This policy applies to internal and external stakeholders, including Field Employees, subcontractors and relevant third parties, and to personal and sensitive information Protech generates, receives or handles to achieve company objectives.

Objectives

Protech will protect information received or generated by:

- Complying with applicable confidentiality legislation.
- Defining and categorising information for Protech operations.
- Educating stakeholders about confidentiality obligations.
- Providing secure storage accessible only to authorised stakeholders.
- Using information professionally, ethically and only for its intended purpose or with consent.
- Safeguarding information against unlawful access or disclosure.

Responsibilities

All Protech stakeholders must comply with this policy by:

- Using information only for its collected purpose, unless consent is provided.
- Accessing and using only information needed for their tasks.
- Treating information with the utmost confidentiality and protecting data.
- Browsing the internet professionally and securely to protect company systems and confidentiality.
- Immediately reporting suspected confidentiality or policy breaches to management.
- Taking reasonable steps to prevent misuse of data.

Commitment

Protech management, employees and stakeholders commit to:

- Adhering to the requirements of the Privacy Act 1988 and the Australian Privacy Principles.
- Complying with applicable data management and confidentiality legislation.
- Recognising that Protech shares information with clients for placements, or in accordance with commercial arrangements, unless prohibited by law.
- Reporting actual or suspected data security breaches as required.
- Not accessing information unrelated to their tasks.
- Retaining information securely, then securely destroying it as soon as legally permitted.
- De-identifying or redacting personal information as required for research or analysis.
- Escalating information requests to the applicable Protech manager.

Automated and computer-assisted decisions

Protech uses personal information in computer programs to support decisions that may impact a candidate's engagement with Protech.

Protech may use an individual's education, employment, interview, health and medical information for automated and computer-assisted activities. Information collected or collated through these activities may be used by a Protech Employee when undertaking an overall candidate assessment for placement suitability. Placement decisions are made by Protech Employees and are not made solely by computer programs.

Management assesses relevant systems, including third-party tools, and updates disclosures when systems or uses change.

Approval

Marc Meili
Managing Director



Disclaimer: Once printed/downloaded, this document becomes an uncontrolled copy and is intended for reference purposes only. See Document Library for current revision.