

REDEFINING THE FUTURE OF WORK FOR HUMANKIND

Privacy Policy



tecside
WE RECRUIT.

Contents

1.	Introduction	3
2.	Scope.....	3
3.	Definitions and Abbreviations.....	3
4.	Responsibilities & Authorities.....	4
5.	Related Documents	5
6.	The Types of Personal Information we Collect.....	5
7.	How to Collect Personal Information	5
8.	How we hold Personal Information	6
9.	How we use Personal Information.....	6
10.	Disclosure of Employment Records	7
11.	Access to Personal Information	8
12.	Making a Complaint of Enquiry.....	8

Revision Table

Date:	Summary:	Author:	Approver:
12/11/2025	Policy Update	T. Rowe	L. Borovica

1. Introduction

Tecside is committed to protecting the privacy of personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This Policy explains how we collect, use, disclose, and protect the personal information of our Employees and Workers, and outlines your rights in relation to that information.

The purpose of this Policy is to ensure that all personal information obtained in connection with employment, engagement, or the delivery of our services is managed lawfully, fairly, and transparently.

2. Scope

This policy is published on behalf of Interstate Enterprises Pty Ltd, Platinum Placements, and Tecside (collectively referred to as **Tecside**).

This policy applies to all individuals engaged by Tecside, regardless of employment status. This includes full-time, part-time, casual (direct or on-hire), fixed-term (direct or on-hire), temporary, or permanent employees, as well as apprentices, trainees, and independent contractors.

The policy applies to all work environments where you represent Tecside. This includes Tecside-controlled sites, host employer-controlled sites, joint ventures, alliances, or any other location where Tecside-related work is undertaken.

3. Definitions and Abbreviations

Act	The Privacy Act 1988
Tecside	Collectively and severally, TECSIDE Industries Pty Ltd and its related bodies corporate, as that term is defined in the Corporations Act 2001 (Cth).
Employee	means a person employed by Tecside.
Personal Information	means information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not.

4. Responsibilities & Authorities

Executive Management

- Ensure Tecside's practices comply with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).
- Provide adequate resources and oversight to maintain effective privacy governance and data protection controls.
- Review and approve this Policy and any subsequent updates.
- Support a culture of confidentiality, ethical conduct, and respect for personal information across all TECSIDE operations.

Chief Finance Officer and Commercial Manager

- Act as the Privacy Officer for Tecside, responsible for implementing and monitoring compliance with this Policy.
- Oversee privacy risk management, internal reporting, and corrective actions for breaches or complaints.
- Ensure staff are provided with appropriate privacy awareness training and guidance.
- Maintain up-to-date records of consent, disclosures, and privacy-related incidents.

Human Resources (HR)

- Manage the secure collection, storage, access, and disposal of employee and worker personal information.
- Ensure personal and sensitive information is used only for legitimate business, legal, or compliance purposes.
- Respond promptly to requests for access or correction of personal information.
- Assist in investigating privacy-related complaints or data breaches in accordance with the Notifiable Data Breaches (NDB) Scheme.

Managers and Leaders

- Ensure any personal information obtained or accessed through their role is handled confidentially and in accordance with this Policy.
- Limit access to personal information to authorised personnel only.
- Report suspected data breaches or unauthorised disclosures immediately to the CFO
- Reinforce privacy obligations during onboarding, performance management, and daily operations.

All Employees and Workers

- Comply with the requirements of this Policy and the Privacy Act when handling personal or sensitive information.
- Maintain confidentiality of information obtained through their role and not use or disclose it except as authorised.
- Promptly notify HR if their personal details change or if they become aware of a potential privacy breach.
- Participate in any required training related to data protection and privacy awareness.

5. Related Documents

- Code of Conduct (Employee Handbook)
- Code of Conduct (Employee Handbook) – On-hired Workers

6. The Types of Personal Information we Collect

From time to time, Tecside will ask you to provide Personal Information for purposes related to your employment and the proper administration of Tecside's business.

Tecside will collect and hold certain Personal Information about our Workers including in human resources records, on email servers, on contracts, in contact lists and as part of our business records.

Our records may include an individual's name, address, and contact details, date of birth, marital status, next of kin, educational background, employment history, police checks, health and workers' compensation history, job title, areas of expertise, details of salary, remuneration and benefit entitlements, bank details, performance appraisals, performance and misconduct complaints, and counselling and salary reviews.

During our labour-hire and recruitment activities, we may collect Personal Information from job applicants, contractors, and temporary workers, including information obtained through application forms, interviews, pre-employment checks, and host-client requirements.

This may include qualifications, right-to-work documentation, medical assessments, police or background checks, reference reports, and other information relevant to assessing an individual's suitability for a specific placement or assignment.

Tecside may collect this information via online forms, automated systems or hard copy materials.

7. How to Collect Personal Information

Tecside will collect Personal Information either:

- a) directly from you: or
- b) Where it is unreasonable or impracticable to collect the information directly, or where we have consent from you, Tecside will collect Personal Information from third parties.

Tecside may collect Personal Information about our Workers and prospective Workers by conducting background checks in relation to their employment or engagement, and/or their application for such employment or engagement with us from time to time.

Workers have a responsibility to ensure that Tecside have up to date, and accurate Personal Information. If an individual's personal circumstances change, the individual

worker needs to inform HR about those changes. Workers may also be asked to update their **Personal Information**.

Tecside will only collect Sensitive Information, such as health or medical information, with your consent or as otherwise permitted by law. This information is collected to assess fitness for work, comply with workplace health and safety obligations, and meet specific client or site-entry requirements.

By applying for work or accepting a placement through us, you consent to the collection and, where necessary, disclosure of relevant medical or health information to our authorised personnel, medical providers, insurers, or host clients for legitimate work-related purposes.

8. How we hold Personal Information

Tecside maintains records of Personal Information in paper files and in electronic form. We maintain access privileges and physical security measures that protect Workers' information from unauthorized disclosure. Our security measures include user-access controls, password protection, encryption, firewall and anti-virus protections, secure disposal of paper records, and staff training on information-handling obligations.

Tecside complies with the Notifiable Data Breaches (NDB) scheme under the Privacy Act 1988 (Cth). If a data breach occurs that is likely to result in serious harm, we will promptly notify affected individuals and the Office of the Australian Information Commissioner (OAIC) in accordance with statutory requirements.

Candidate and worker information collected for labour-hire placements will be retained separately from corporate employee records and only for as long as necessary to meet contractual, legal, or regulatory obligations, after which it will be securely destroyed or de-identified.

9. How we use Personal Information

Tecside may use Personal Information to:

- Manage Tecside's working relationship with workers
- Administer payroll
- Improve and maintain the administration of Employee benefits
- Comply with regulatory and insurance requirements
- Operate IT and communications systems
- In the case of images, promote Tecside's business (for example, on our website or social media)

In some cases, workers may be required to undertake medical, functional, or fitness-for-work assessments. Information obtained from such assessments will only be used for determining suitability for placement, managing workplace safety, and fulfilling our legal

and client obligations. This information will be securely stored and only disclosed to authorised parties.

Personal and Sensitive Information may also be used or disclosed for the purposes of workers' compensation claims, insurance reporting, injury management, rehabilitation coordination, and compliance with occupational health and safety laws.

10. Disclosure of Employment Records

Tecside may transfer Personal Information between our related bodies corporate to facilitate centralised management of records and other functions, such as (where relevant) payroll and workers' compensation management.

Tecside may also need to make Personal Information available to legal and regulatory authorities, accountants, auditors, lawyers, and other outside professional advisers, and to companies who provide products and services to us (Required Recipients).

Some Required Recipients may be located abroad, necessitating the potential transfer of Personal Information and Sensitive Information abroad. Some of the countries to which information is transferred may not have laws regulating the collection and disclosure of Personal Information. In these cases, we will take reasonable steps to ensure that the Required Recipients of the information do not breach the Act. Where Personal Information is transferred overseas, Tecside takes reasonable steps to ensure the recipient is subject to privacy protections substantially similar to the Australian Privacy Principles, through contractual obligations or other legally enforceable means.

Workers with responsibility for or access to Personal Information are obliged not to disclose or otherwise use Personal Information in a way that is inconsistent with this Policy or the Act. Unauthorized use of or access to Personal Information may lead to disciplinary action, up to and including termination of employment or engagement.

As a labour-hire provider, we may disclose Personal Information, including certain employment-related or health information, to our clients (host employers) where it is reasonably necessary to facilitate a placement or comply with client onboarding, safety, or insurance requirements.

We require our clients to handle such information in accordance with privacy laws and only for the purpose for which it was disclosed.

Where a placement or project involves an overseas host client, Personal Information may be disclosed outside Australia for legitimate business or compliance purposes. Tecside will ensure appropriate safeguards or contractual terms are in place consistent with the Australian Privacy Principles.

11. Access to Personal Information

Employees are able to request, in writing, access to Personal Information contained in an employee record of the kinds set out by the Fair Work Regulations 2009 (Cth). This includes records of basic employment details, such as pay, overtime hours, leave entitlements, and superannuation contributions.

Workers other than Employees may request access to Personal Information related to them in accordance with the Act. Such requests should be made in writing to HR, setting out the reason for requesting access and the manner of access requested. Tecside will consider the request and allow access, except for in certain limited circumstances permitted by the Act. For example, we may not grant access if we reasonably believe that giving access would pose a serious threat to the life, health, or safety of any individual, or to public health or public safety, or if providing access would have an unreasonable impact on the privacy of another individual.

We will respond to requests for access or correction within a reasonable period, generally within 30 days, unless circumstances reasonably require more time.

12. Making a Complaint of Enquiry

If you have a question or complaint regarding our compliance with the Australian Privacy Principles or this Policy, you may raise this with HR. HR can be contacted at HR@tecside.com.au. We will investigate any such complaint and inform you of the outcome of the investigation within a reasonable period having regard to the complexity of the issues involved.

If you are not satisfied with the outcome of the complaints process, you can raise the matter with our directors or discuss your concerns with the Office of the Australian Information Commissioner.

tecside

WE RECRUIT.



www.tecside.com.au
(08)6436 2900