

Privacy Policy



annecto Inc is committed to your privacy and complies with the State and Federal Privacy Laws including the Privacy Act 1988 (Cth) and the Australian Privacy Principles

This Privacy Policy summarises how we handle your personal information. We may revise this Privacy Policy from time to time by updating this page. The revised Privacy Policy will take effect when it is posted on our website.

By choosing to become an applicant of annecto you can be assured that all personal and sensitive information you provide to us will be respected and kept secure in accordance with the law and this Privacy Policy. By using this job portal, you signify your acceptance of this Privacy Policy.

Definition of Personal Information

Personal information is defined by the Commonwealth Privacy Act 1988 as “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.” It may range from the very sensitive (e.g. medical history or condition) to the more common (e.g. address, phone number and date of birth).

It would include the opinion of others about your work performance (whether true or not), your work experience and qualifications, aptitude test results and other information obtained by us in connection with your possible employment.

Definition of Sensitive Information

Sensitive information is a special category of personal information and includes information or opinion about your:

- Racial or ethnic origin; ·
- Political opinion; ·
- Membership of a political association or religious beliefs, affiliations or philosophical beliefs; ·
- Membership of a professional or trade association or membership of a trade union; · Sexual preferences or practices; ·
- Police record;
- Health or disability (at any time); ·
- Expressed wishes about the future provisions of health services

The only personal information we collect about you is that which you choose to tell us, or which you authorise us to obtain. The type of information we collect includes, your name, address, telephone number, employment history, police history (if any), entitlement to work in Australia and billing information. We may also use your personal information to verify information you have given to us to comply with the law.

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Where possible, we will collect your personal information directly from you. Personal and sensitive information will be collected from you when:

- You provide it to us directly;
- We undertake or receive any personal, professional or academic reference about you;
- We receive any results of inquiries that we might make of your former employers, colleagues or associates;
- We receive any performance feedback (whether positive or negative);
- We undertake psychological or medical assessments;
- We undertake National Police History Checks and other pre-employment checks

During the recruitment process, with your consent, we may also collect personal information from third parties including Fit2Work, Department of Services, Department of Justice and Regulation, Health and Human Australian Securities & Investments Commission, Department of Immigration and Border Protection and Australian Health Practitioner Regulation Agency.

The purpose for which we collect, hold, use and disclose personal information.

We collect personal information that we consider relevant, and which is outlined in your written authority, for the purpose of providing our services. Sensitive information, in most cases, can only be disclosed with your written consent.

Any personal information collected about an individual will not be used or disclosed for the purposes of direct marketing. Any personal information collected about an individual will not be disclosed to any overseas recipients,

Some of the ways we use personal information include:

- National Police History Check
- Working rights in Australia
- Disability Worker Exclusion Scheme
- Bankruptcy Check
- Health Practitioner Registration Check

How an individual access their personal information held by annecto

If an individual wishes to exercise their rights of access or alternatively has any questions or believes that any personal information held by annecto is incorrect or incomplete, the individual can write to our Human Resources Manager at the address below.

annecto will then take all reasonable steps to correct the information or if necessary discuss alternative actions with the individual.

Personal information will only be released to the individual directly, unless we are provided with a written, signed authority by individual to provide it to a third party.

Updating your personal information

Privacy Policy



You may ask us to update, correct or delete the personal information we hold about you at any time. We will take reasonable steps to verify your identity before granting access or making any corrections to or deletion of your information. We also have obligations to take reasonable steps to correct personal information we hold when we are satisfied that it is inaccurate, out- of-date, incomplete, irrelevant or misleading for the purpose for which it is held. If you wish to update your personal information, please use the contact details below.

How can you contact annecto Inc regarding privacy?

If an individual would like to make further inquiries or complain about a breach of the Australian Privacy Principles, or complain about a registered Australian Privacy Principles code (if any) that may relate annecto' s business, the individual can contact the Human Resources Manager at the address:

Human Resources Manager
81 Cowper Street
Footscray
VIC 3011

annecto will take all complaints regarding privacy of information seriously. We will respond to any requests, questions, or complaints as soon as possible in a reasonable time frame.

If you do not provide us with all or part of the personal information we require, it may prevent us from responding to your enquiry.