

Privacy Statement for Powerhouse Workforce

Introduction

At Powerhouse Workforce, safeguarding personal data is paramount. We are steadfast in our commitment to the confidentiality of our stakeholders, which encompasses:

- Potential and current employees
- Partner employers
- Business collaborators
- Visitors, including those to our digital platforms.

Applicability

This policy guides:

- All staff categories, whether full-time, part-time, casual, permanent, temporary, on contract, or commission.
- Individuals offering voluntary service, undergoing vocational training or internships.

The policy remains relevant for staff:

- Present at the Company's facilities.
- Engaging in work-related discourse or activities with colleagues, clients, applicants, and other stakeholders.
- Meeting work obligations.
- Present at a partner company's or stakeholder's location.
- Participating in Company-backed events, within or beyond official hours.

Moreover, any conduct by employees outside of work hours, if damaging to their job performance or the company's reputation, will be subject to this policy.

Overview

Powerhouse Workforce is deeply conscious of individual privacy. We are unwavering in our effort to respect your privacy whilst delivering the services you seek. This policy offers insights into the personal data we gather, its management, access mechanisms, and grievance redressal, aligning with the Privacy Act 1988.

Data Definitions

'Personal Information' pertains to data that can either directly identify you or be used to reasonably determine your identity, irrespective of its accuracy or form.

Powerhouse Workforce will collect such data if it aligns with our functional needs. The nature of information gathered varies based on its intent, and different details might be sought for different stakeholders. Generally, this includes names, contact details, and other essential data for business interactions, alongside employment-specific details like bank account information, emergency contacts, visa status, and select health data.

Digital Presence & Data Safety

Our website analytics may capture your browsing details. Such information aids our improvement journey. We deploy multiple protective tools, like firewalls and secure databases, to guard your data. However, internet data transfers aren't foolproof. While our website might feature external links, their privacy protocols aren't our liability. Remember, data shared online can be accessed by third parties. Maintain due diligence, especially when using public internet facilities.

Data Accumulation & Retention

Powerhouse Workforce acquires personal data ethically. This might be direct or via third parties, where reasonable. Data exists both electronically and physically, safeguarded within our fortified facilities or through trusted external service providers. Access is strictly regulated, ensuring data protection against breaches.

Data Disclosure

Data sharing with third parties is either consensual or legally permitted. This could be for its primary collection purpose or associated reasons. Such third parties might comprise affiliated entities, service partners, legal counsel, auditors, and governmental bodies. We ascertain that these parties uphold the sanctity of your data.

Access & Modification Rights

For data access or modifications, reach out to:

Company: POWERHOUSE WORKFORCE Pty Ltd

Phone: 1300 809 200

Address: PO BOX 922, ROBINA DC QLD 4226

Email: admin@powerhouseworkforce.com.au

We're committed to the responsible sharing of personal data. Access denials, if any, will be communicated with reasons. Although access requests aren't charged, reasonable administrative expenses might apply. Data inaccuracies can be flagged for corrections, ensuring its integrity.

Queries & Grievances

For privacy-related queries or concerns, engage with us. Grievances are addressed by our designated Privacy Officer. If the resolution isn't satisfactory, the Office of the Australian Privacy Commissioner can be approached.

Policy Breach Consequences

Non-adherence by employees can invoke consequences as per the Disciplinary Policy, potentially leading to employment cessation.

Relevant Laws & Documents

Privacy Act 1988 Disciplinary Policy

Policy Re-evaluation

Regularly reviewed, at least yearly, this policy might undergo alterations. Employees are urged to stay updated with its terms.