

PRIVACY POLICY

QTEK Labour Hire Pty Ltd and its associated companies are firmly committed to protecting the privacy of all our clients and candidates. We will endeavour, to our best ability, protect the personal information you submit to us and ensure it remains private and confidential and only used for the purpose you agreed to.

1. THE INFORMATION COLLECTED

QTEK Labour Hire Pty Ltd may from time to time collect personal information from you. This information such as; your name, your contact numbers, your contact addresses, your age, your gender, your skills, your qualifications, your employment history, past responsibilities, and most importantly, the type of jobs you are applying for. If you are short-listed for a position we may collect further personal information about you from your referees, as well as from past employers.

2. HOW WE USE YOUR INFORMATION

QTEK Labour Hire Pty Ltd uses your information for the single purpose of job placement. Your personal information will not be used for any other reason without your prior consent nor will it be distributed to any third party without firstly obtaining your verbal approval to do so.

Your information is used to maintain a professional link with you, as a client or candidate this information will only be used for job placement prospects, reports or other information you may be interested in.

The main use of your personal information is to fulfil your request of employment opportunities, either as a client looking for a new employee, casual, permanent or other, or as a candidate looking for new position vacancies.

3. DISCLOSURE

QTEK Labour Hire Pty Ltd may disclose your personal information to a government department if it is required by law to do so. We will also disclose your information when submitting your resume to a prospective employer once we have obtained your consent to do so.

4. ELECTRONIC CORRESPONDENCE

QTEK Labour Hire Pty Ltd utilises email and SMS for all correspondence unless we are instructed not to do so. Email and SMS correspondence may include current available positions, company newsletters, requests for updated information and distribution of payslips to casual and temporary employees.

5. ACCESS TO YOUR INFORMATION

In accordance with the "National Privacy Act" you have the right to see and have a copy of your personal information; you may correct or update that information.

If you wish to exercise your rights to access your information you should write to:

The Administration Officer
QTEK Labour Hire Pty Ltd
PO Box 3397
Victoria Point West QLD 4001

We may impose an administration fee for providing access to your personal information. Please note that it may take some time to process your request as your information may need to be retrieved from file storage.