



Privacy

Policy

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Authority

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History

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1 Purpose

The purpose of this document is to set out SCEE Electricals' Privacy Policy and the way that SCEE Electrical handles personal information.

2 Scope

This document applies to all sites, employees and activities of SCEE Electrical.

3 Policy

SCEE Electrical is committed to protecting the privacy of Personal Information.

This policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at <https://www.oaic.gov.au/>.

All SCEE Electrical personnel must comply with this Policy and any breaches may be the subject of disciplinary action.

4 What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual.

This Personal Information is obtained in many ways including interviews, correspondence, by telephone, by email, via our website www.sceeelectrical.com.au, from cookies and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information, we will where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

5 What personal information we collect and why

We may collect, hold, use or disclose personal information where it is reasonably necessary for, or directly related to our functions and activities, such as:

- delivering works and services to our customers;
- engaging with our customers, suppliers, contractors and personnel;
- recruitment;
- complying with our legal and regulatory obligations; and
- data analytics and business improvement programs.

The main way that we collect personal information is when you provide it to us. We may also collect personal information from third parties where either you have consented to us doing so, we are permitted to do so by law or where it unreasonable or impracticable for us to collect it directly from you.

Some of the types of personal information that we may collect include the following:

- Contact details such as name, personal addresses, email address, telephone number;
- Personal information such as date of birth, bank account details, tax file numbers, superannuation details, emergency contacts;
- Human resources information (including pre-employment information) including salary, job title, medical records and history, employment history, reference checks, immigration status, work performance information;
- Identification documentation such as drivers' licence, birth certificate and passport details;
- Qualification details such as education, professional affiliations, licences and qualifications;
- Site visitor information such as name, signature, and identifying information; and
- Website usage details.

6 Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

7 Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

8 Security, Storage and Disclosure of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

Generally, we will only use and disclose any personal information for the primary purpose for which it was collected and any secondary purpose which is related to the primary purpose or which is required or authorised by law. We will only use or disclose any sensitive information for a secondary purpose if that purpose is directly related to the primary purpose.

We may disclose personal information between related bodies within the SCEE Group of companies.

In carrying out our functions and activities, we may, from time to time, provide information to third parties, such as our customers, suppliers and joint venture partners. These third parties may be located locally or overseas.

We will take reasonable steps to destroy or de-identify your personal information once:

- the purposes for which we collected your personal information have ceased; and
- we are no longer required to retain your personal information by law.

9 Access to and correction of your personal information

If you want access to your personal information, you can submit a written request by emailing sceehr@scee.com.au. We will only refuse access where we are entitled to do so under the Australian Privacy Principles or otherwise at law.

We will take reasonable steps to ensure that any personal information that we hold about you is accurate, up to date and complete. If your personal information changes, or if you believe that the personal information that we hold is no longer accurate, up to date or complete, then you can ask us to correct it by sending a written request by emailing sceehr@scee.com.au. If we agree with you, we will correct the information. If we disagree, then we will tell you and we will note on your record that you consider the information to be inaccurate. You can complain about our decision not to correct the information by submitting a written complain using the details in the Contact Us section below.

10 Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up to date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

11 Security

We will take reasonable steps to ensure that your personal information is secure and to protect it from misuse, interference, loss, unauthorised access, unauthorised modification and unauthorised disclosure. Where we provide your information to a third party, we will also require them to take reasonable security measures.

12 Changes to Privacy Policy

This policy may change from time to time. Any changes or amendments will be published on our website.