

WEBSITE AND MOBILE APPLICATIONS PRIVACY POLICY

www.tenrecruit.com.au

This privacy policy (hereinafter “*Privacy Policy*”) deals with the protection of your privacy while You use Our website which is hereinafter referred to as “*the Product*” and which is located at www.tenrecruit.com.au

The Product is owned and operated by: **THE TECHNICAL AND ENGINEERING NETWORK PTY LTD (ABN 95 6371 79483)**

We are committed to the protection of Your privacy while You use the Product.

The Privacy Policy only applied to the Product. The Product may contain links to other websites or applications, but is that is the case the Privacy Policy does not apply to any of those lined websites or applications.

We gather certain information from users of the Product, so this Privacy Policy explains what information we collect, how we use it, and Your rights in relations to it.

By continuing to use the Product, you acknowledge that You have had the chance to review and consider this Privacy Policy, any you acknowledge that You agree to it. This means that You also consent to the use of Your information and the method of disclosure as described in this Privacy Policy. If You do not understand the Privacy Policy or do not agree to it, then please do not use the Product.

1. DEFINITIONS

“*Company IP*” includes, but is not limited to, the contents, layout, design, colours, appearance, graphics and imagery of the Website, Content and Materials as well as copyrights, trademarks, trade secrets, patents, and other intellectual property contained in the Product, Content and Materials.

“*Content*” means any content, writing, images, audio-visual content or other information published on the Product.

“*Disclose*” For the purposes of this Privacy Policy, Disclose and Share can be used interchangeably.

“*Effective Date*” means the date that this Privacy Policy comes into force.

“*Items*” means any and all of the Product, Content and Materials collectively.

“*Materials*” means any materials, information or documentation that We may provide You in connection with Your use of the Product including documentation, data, information, developed by Us or owned by Us, and other materials which may assist in Your use of the Product.

“*Overseas Entity*” means a body or person incorporated in a place outside Australia.

POL 01-0X WEBSITE AND MOBILE APPLICATIONS PRIVACY POLICY				APPROVED BY: DIRECTORS		DATE: MAY 2021	
REVISION: 1							
REF:	POL 01-0X	USER:	WEBSITE AND APP USERS	PURPOSE:	WEBSITE AND MOBILE APPLICATIONS PRIVACY POLICY	RETENTION	7 YEARS

“Minor” for the purposes of this Privacy Policy, a minor is defined as a person under the age of 18 years.

“Parties” means both You (the user of the Product) and Us (the owner of the Product).

“Personal Information” means information that we obtain from You in connection with Your use of the Product.

“Privacy Policy” means this privacy policy

“Product” means the website including all pages, all subpages, all blogs al forums, all other connected pages, and all other connected internet content whatsoever, the home page or main page which is located at www.tenrecruit.com.au.

“Sharing” means when We make Your Personal Information accessible or visible to others outside the organisation or agency and releases the subsequent handling of the Personal Information from Our effective control.

“Third Party Links” means links or references to websites other than the Website, to content other than the Materials, none of which is controlled by Us.

“Third Party Service Provider” means a third party, separate from Us or Our Company but which provides services that assist Us servicing You. This may include, but is not restricted to, web hosting, IT services, security services, payment processing, deliveries, customer service or other services.

“Use” means when We handle and manage Your Personal Information within the organisation or agency’s effective control.

“Us”, “We”, “Our”, “the Company” or “the Owner” refers to **THE TECHNICAL AND ENGINEERING NETWORK PTY LTD.**

“You or “Your” refers to the user of the website.

“Your Content” means any Content posted to or added to the Website, Content or Materials by You or by somebody authorised by You or doing so on Your behalf.

2. INTERPRETATION

a) In this Privacy Policy, unless the context otherwise requires, the following rules of interpretation shall apply;

1. Words referring to one gender include every other gender.
2. Words referring to a singular number include the plural, and words referring to a plural include the singular.
3. Words referring to a person or persons include companies, firms, corporations, organisations and vice versa.
4. Headings and Titles are included in this Privacy policy for convenience only and shall not affect the interpretation of this Policy.

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5. Each Party must, at its own expense, take all reasonable steps and do all that is reasonable necessary to give full effect to this Privacy Policy and the events contemplated by it.
6. Any obligation on a Party not to do something includes an obligation not to allow that thing to be done.

3. TYPE OF INFORMATION AND HOW IT IS COLLECTED

1. When You use the Product, we may collect information from You through automatic tracking systems (such as information about Your browsing preferences).
2. In addition, we may collect information that You volunteer to Us (such as information You provide during a sign-up process or at other times while using the product).
3. In order to access some specific some specific features of the Product, You are required to provide some Personal Information. During this process, we collect some of Your Personal Information, in the following manner:

1. We will not collect information that identifies You personally, except when You specifically volunteer that information to Us when using specific Product features. These specific Product features might include, but are not limited to:
 - i) receiving notification by text message or email about news, events, and promotions.
 - ii) receiving emails form Us
 - iii) commenting on our content such as blogs, articles, photographs, or videos, or participating in Our forums, bulletin boards, chat rooms and other similar features.
2. In addition, any Personal Information that You are required to provide in order to access these additional Product features, in some cases You may be required to provide more specific information.

4. From time to time, we may request information from You to assist Us in improving our Product, Content or Materials.

4. COOKIES

- a) Cookies are small files stored on Your computer or mobile device which collect information about Your browsing behaviour.
- b) Cookies do not access information which is stored on Your computer.
- c) Cookies enable Us to tailor our configurations to Your needs and preferences, in order to improve Your user experience.

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- d) Most internet browsers accept cookies automatically, although You are able to change Your browser settings to control cookies, including whether or not You accept them, and how to remove them. You may also be able to set Your browser to advise You if You receive a cookie, or to block or delete cookies. However, if You do this, you may be prevented from taking full advantage of the product.

5. HOW YOUR INFORMATION IS STORED

- a) Please note that no systems involving the transmission of information via the internet, or the electronic storage of data, are completely secure. However, we take the protection and storage of Your Personal Information very seriously. We take all reasonable steps to protect Your Personal Information.
- b) We use appropriate physical, digital, managerial and security systems to store Your Personal Information and to protect it against unauthorised access, destruction or disclosure.

6. THIRD PARTIES

- a) We provide some of Your personal information from time to time to Third Party Service Providers so that they can help us to serve You via the Product. In particular, we may use Third Party Service Providers to assist with information storage (such as cloud storage).
- b) We may provide some of Your Personal Information from time to time to Third Party Service Providers for the purpose of analysing data or tracking usage. For example, we may use these services to find out where page requests come from, dates and times of page requests, details of any website that referred You to the Product and other details about Your usage of the Product. This information enables Us to understand patterns of usage of the product, and to improve the product.
- c) We may use Third Party Service Providers to host the Product. If this occurs, that Third Party Service Provider is likely to have access to some of Your Personal Information.
- d) However, we only share Your Personal Information with a Third-Party Service Provider if that Provider agrees to Our Privacy standards as set out in this Privacy Policy.
- e) Your Personal Information will not be sold or otherwise transferred to a Third Party without Your approval.
- f) Notwithstanding the other provisions of this Privacy Policy, We may provide Your Personal Information to a Third Party or to Third Parties in order to protect the rights, property, or safety, of Us, Our Customers or Third Parties, or otherwise required by law.

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- g) We will not knowingly share Your Personal Information with any Third Parties other than accordance with this Privacy Policy.
- h) If Your Personal Information might be provided to a Third Party in a manner which is other than as explained in this Privacy Policy, You will be notified. You will also have the opportunity to request Us not to share the information.

7. RELATED ENTITIES

- a) We may share Your Personal Information, including Personal Information that identifies You personally, with any of Our parent companies, subsidiary companies, affiliates, or other trusted related entities.
- b) However, we only share Your Personal Information with a trusted related entity if that entity agrees to Our Privacy standards as set out in this Privacy Policy.

8. COMBINING INFORMATION

- a) We do not combine, link, or aggregate any of Your Personal Information with other Personal Information of Yours which We are holding.

9. HOW YOUR INFORMATION IS USED

- a) We use Your Personal Information to help Us improve Your experience with Our Product. We may use Your Personal Information for purposes including but not limited to:
 - i) providing customer service to You.
 - ii) marketing and providing advertising to You including both direct and indirect marketing and advertising and including marketing and advertising about products that may interest You based on Your personal preferences and demographics.
 - iii) Advising You about updates to the product or related items.

10. MERGER, RESTRUCTURE OR SALE OF OUR BUSINESS

- a) Part or all of Our business may be merged, restructured or sold including, but not limited to, through an ordinary sale of business or of stock, corporate reorganisation, a change of control, or bankruptcy. Or insolvency proceedings.
- b) In the event that such a merger, restructure or sale occurs as described in the proceeding sub-clause hereof, We may transfer Your Personal Information, including personally identifiable information, as part of that merger, restructure or sale.

11. INFORMATION YOU RELEASE

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You acknowledge and agree that if You publish or submit Personal Information in publically accessible sections of the Product (such as forums, bulletin boards, chat rooms, or similar sections), then You are solely responsible for the release of that Personal Information and We are not liable or responsible in relation to the release of that Personal Information.

12. EMAIL OPT IN/OUT

If You receive an email from Us in relation to the Product and would prefer not to receive such correspondence in the future, you may follow the instructions in the email to opt out future correspondence. You may also contact Us, using the details at the bottom of the Privacy Policy, in order to opt out of future correspondence. We will make all reasonable efforts to promptly comply with Your requests. However, you may receive subsequent correspondence from Us while Your request is being handled.

13. ACCESSING UPDATING AND CORRECTING PERSONAL INFORMATION

- a) You have a right to request access to any of Your Personal Information which we are holding.
- b) You have the right to request that any of Your Personal Information which We are holding be updated or corrected.
- c) In order to request access, an update, or a correction to any of Your Personal Information, you may contact Us using the details at the end of this Privacy Policy.
- d) In addition, You should use the following procedure in order to request access or correction to Your Personal Information:

Contact **THE TECHNICAL AND ENGINEERING NETWORK PTY LTD** via the contact details at the end of the Privacy Policy.

14. OVERSEAS DATA USAGE

- a) We will not knowingly, or without Your prior approval, disclose or share your Personal Information with any overseas entities.
- b) You have the right to request for proof that we have not shared Your Personal Information as per clause 14 a).

15. CHILDREN UNDER THE AGE OF 18

The Product is not designed for and not marketed to Minors. We do not knowingly collect or solicit Personal Information from minors and we do not knowingly allow such persons to use the Product. If you are a minor, please do not attempt to use the Product or send any information about You to Us. In the event that we learn that We have collected Personal Information from a Minor without verified parental consent, we will delete that information as quickly as possible. If You

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believe we might have any information from us about a Minor, please contact Us using the contact information at the end of this Privacy Policy.

16. CHANGES TO THIS POLICY

- a) We may make changes to this Privacy Policy at any time in Our sole discretion.
- b) If We make changes to this Privacy Policy, unless We obtain Your express consent to those changes, then such changes will only apply to any information that We obtain from You after the date the changes take effect.
- c) If We make changes to this Privacy Policy, your continued use of the Product after the date that changes take effect confirms that You acknowledge, accept, and agree to those changes.

17. COMPLAINTS

- a) We take customer satisfaction very seriously. If You have a complaint in to relation to Our handling of Your Personal Information, we will endeavour to handle it promptly and fairly. For Your information, an overview of Our complaints handling procedure is as follows:
 - i. Via our Complaints Management Procedure that is available upon request.
 - ii. If You have a complaint in relation to the handling of Your Personal Information, You should use the following procedure to lodge Your complaint with Us:

Contact **THE TECHNICAL AND ENGINEERING NETWORK PTY LTD** via the contact details at the end of the Privacy Policy.

- iii. If You are not satisfied with Our response to Your complaint, you may refer Your complaint to the relevant external dispute resolution organisation in Your area.

18. CONTACT US

You can contact Us about this Privacy Policy using the following details:

Phone: 08 611 822 78

Email: info@tenrecruit.com.au

NIK HARDIMAN
DIRECTOR

DATE 04/06/2021

SIGN 

LEE PLANT
DIRECTOR

DATE 04/06/2021

SIGN 

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