

	Policy (S3 – Restricted Information)	APR 2026
	Privacy Policy OT-LE-POL-014	

Privacy Policy

Our Commitment

Otraco is committed to complying with the Privacy Act 1988 (Cth) and protecting your Personal Information. This policy outlines how we collect, use, store, and protect personal data of employees, contractors, customers, suppliers, and site visitors. By providing us with your Personal Information, you consent to its collection, use, and disclosure in line with this policy.

What Personal Information We Collect

We collect only the necessary information to conduct our business, including:

- Employees & Contractors: Contact details, identification documents, tax and payroll details, employment history, qualifications, medical records, and performance data.
- Prospective Employees & Contractors: Pre-employment data, reference checks, work eligibility, and background checks.
- Customers & Suppliers: Business contact details and relevant operational information.
- Site Visitors & Incident Witnesses: Basic identification details for security and reporting.

How We Collect and Use Information

- We prefer to collect Personal Information directly from individuals. However, we may also collect data from third parties, such as referees or background checks.
- Information is used for employment, business operations, compliance, and service delivery.
- We may share information with clients, IT providers, analysts, or third-party consultants where necessary for business operations.

Storing and Protecting Your Information

- Personal Information is stored in secure electronic and physical formats.
- We implement security measures to prevent misuse, unauthorized access, or data breaches.
- Some data may be stored offshore in locations such as Singapore, Japan, the US, and the UK with privacy protections in place.

Access, Corrections & Complaints

- You have the right to access and correct your Personal Information.
- If you believe your information is inaccurate or have concerns about how we handle privacy, contact us at:

✉ **Email:** peopleservices@otraco.com

☎ **Phone:** +61 (08) 6274 7200

📍 **Address:** Otraco International Pty Ltd, 491 Abernethy Road, Kewdale, WA 6105

- If unsatisfied, you may escalate your complaint to the **Office of the Australian Information Commissioner (OAIC)** at www.oaic.gov.au.

Policy Updates

This Privacy Policy may be updated periodically, with changes published on our website.

Endorsed by

David Gunther

General Manager – Otraco International Pty Ltd