

Privacy Policy

Memba Civil NSW has developed this Privacy Policy in line with the Australian Privacy Principles, and acknowledges the responsibilities it holds as an APP entity.

This Privacy Policy uses the definition of "personal information" which is provided in the Privacy Act 1988 (Cth) (Act).

Collection of information

Memba Civil NSW may be required to collect and hold personal information, including but not limited to an individual's personal details or a company's details, tax file number, ABN, ACN, superannuation details, bank details, identification documents (including passport, visa and driver's licence), valid training records and cards, company information and insurance information.

Memba Civil NSW collects more detailed information during our recruitment processes which includes employment and career history, next of kin information, personal referee details, and in some cases criminal history checks.

Personal information collected can be kept for an appropriate period, depending on the outcomes of the process for the individuals concerned.

This information will be collected directly from the individual or company, or through Government sites including but not limited to Vevo, ABN lookup or ASIC.

Use of information

The information Memba Civil NSW collects is used and disclosed for the purposes of ensuring Memba Civil NSW fulfils its taxation obligations, obligations to workers, subcontractors and clients financially, contractually, and with regards to Workplace Health and Safety.

Depending on the requirements of each project Memba Civil NSW undertakes, we may need to disclose personal information to overseas recipients in regards to the contract obligations. Countries that information may be disclosed to includes but is not limited to Ireland, United Kingdom, United States and China.



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Who do I contact?

An individual or company may access the personal information that is held by Memba Civil NSW by submitting a written request to the Accounts Department, and may correct any information held by submitting in writing the current details.

If at any time an individual or company feels that Memba Civil NSW has breached the Australian Privacy Principles, written contact must be made to the Managing Director and the matter will be investigated internally and a written response made as well as any rectification of policy or procedure made clear.

A handwritten signature in black ink that reads "Aiden Galvin". The signature is fluid and cursive.

28th March 2022

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Signed: Aiden Galvin – Managing Director

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Date