



truteq

WEBSITE PRIVACY POLICY

Version 1.0

Date: 2018/05/25

This privacy policy tells you about the information we collect from you when you use our website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

1 WHO ARE WE?

We are TruTeq. Our address for the South African entity is PO Box 12220, Centurion, 0046, South Africa and for the Australian entity, P O Box 7301, Sippy Downs QLD 4556, Australia. You can contact us by post at the above addresses, or by email at Information@truteq.com

Any enquiries about our use of your personal data should be addressed to the contact details above.

2 HOW WE USE YOUR INFORMATION

2.1 When you use our website

When you use our website to browse our products and services, we do not use any cookies and we do not allow any third parties to use our website to place cookies onto your computer.

For more information about our use of cookies, please see our cookie policy.

2.2 When you submit an enquiry via our website

When you submit an enquiry via our website, we ask you for your name, email address, contact telephone number, company name, country and the nature of your query.

We use this information to respond to your query, including providing you with any requested information about our products and services. We may also email you several times after your enquiry in order to follow up on your interest and ensure that we have answered your it to your satisfaction. We will do this based on our legitimate interest in providing accurate information prior to a sale.

Your enquiry is stored as email and processed into our contacts database. Depending on where you are based, your information will be used by the sales team in Australia or South Africa in order to respond to your request.

We do not use the information you provide for this purpose to make any automated decisions that might affect you.

We keep enquiry emails for five years, after which we archive them. CRM records are kept for five years after the last contact with you.

2.3 When you apply for a job on our website

TruTeq receives many applications for jobs and many of the applicants are completely unqualified for the positions or do not qualify based on explicit requirements mentioned in the job specifications. When you apply for a job online, we may first ask you to complete a basic skills test on the web site. The answers provided will be **processed through an automated process**. The automated process will not attempt to profile you based on personal aspects as provided for under Recital 71 of the GDPR. The purpose of this automated process is to reduce the number of recruitment agents and spambots abusing the access and also to ensure that applicants meet a very basic level of competence that may be expected of an applicant for the specific position.

If you failed the basic skills test, then we will not keep any record of you except the IP (Internet Protocol) address for the purposes of identifying hacking attempts.

If you are successful with your basic skills test, we will ask you for your name, email address, physical address, nationality or residency status, highest qualification as well as a curriculum vitae (also known as a resume) and a confirmation that the information is true.

We need to know your nationality or residency status in order to know whether you will have the legal right to work for us.

This information will be stored as email and held for five years. During that time, we may use it to contact you if we wish to consider you as a candidate for employment.

We will not share your data with third parties.

2.4 Your rights as a data subject

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or legitimate interest, you can request that your data be erased.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

Finally, in some circumstances you can ask us not to reach decisions affecting you using automated processing or profiling.

To submit a request regarding your personal data by email or post, please use the contact information provided above in the **1 Who are we?** section of this policy.

2.5 Your right to complain

If you have a complaint about our use of your information, we would prefer you to contact us directly in the first instance so that we can address your complaint.

If you are a citizen of the European Union, you can also contact the Information Commissioner's Office in your country of residence.

2.6 Updates to this privacy policy

We regularly review and, if appropriate, update this privacy policy from time to time, and as our services and use of personal data evolves. If we want to make use of your personal data in a way that we haven't previously identified, we will contact you to provide information about this and, if necessary, to ask for your consent.

We will update the version number and date of this document each time it is changed.