

App privacy notice and worker-portal terms - reading guide

Read the current Orchard Tech App Privacy Policy and Website, Worker Portal and App Terms of Use before relying on the service.

- Your personal workday entries are kept on your device. They are not sent to Orchard Tech and are not payroll submissions.
- Eligible documents you save for offline use are stored on your device. Check whether a saved or printed copy is still current.
- Contact Orchard Tech is voluntary and text-only. Review what you send and do not include excluded private-document information.
- Sending without your name does not promise anonymity: your words and ordinary hosting/security information may still identify you.
- An accepted contact or file handoff does not prove mailbox delivery, staff review, a response or resolution.

Upload files lets a worker review and send their own workplace records requested by Orchard Tech, or their own hazard photo, using the Training, Hazard or Other category. Review every page and the details, confirm that the records are your own and readable, acknowledge the collection notice and Privacy policy, and deliberately choose Send files. Selecting a file does not send it. Separate website workflows have their own notices.

Requested records may include private employment, identity, right-to-work, payroll, tax, banking or health information. Include only information needed for the request. Do not send another worker's private records. Avoid identifiable people and private documents in hazard photos. The sensitive-document restrictions in text-only Contact remain in force.

Selected PDF pages are converted to images on the device for review. The original PDF is not uploaded, but the visible page content is sent. Files go privately to Orchard Tech for the chosen workplace purpose; they do not enter the public library. Read [section 5B of the Privacy Policy](#) for limits, handling, temporary copies and retention. A handoff does not establish accepted training completion, payroll processing or a completed incident process.

The terms do not change your employment agreement or remove lawful rights to seek help, report concerns or contact a regulator. For a privacy question, use hari@orchardtech.com.au with the subject Privacy request. Call 000 in an emergency.

English quick reference updated 16 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- App Privacy Policy version 1.5, effective 10 October 2026
- Website, Worker Portal and App Terms of Use version 1.1, effective 28 August 2026