PRIVACY POLICY

1. General policy

AUS-MEAT Limited ABN 44 082 528 881 (**AUS-MEAT**) and its subsidiary and AUS-QUAL Pty Limited ABN 87 087 555 940 (**AUS-QUAL**) respect the privacy of individuals and take seriously their obligations under the *Privacy Act 1988 (Cth)* and the associated 13 Australian Privacy Principles.

This policy sets out how AUS-MEAT and AUS-QUAL collect, maintain, use and disclose personal information in accordance with the Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)*. Specifically, this policy sets out:

(a) the kinds of personal information that AUS-MEAT and AUS-QUAL collect (including online collection) and hold;

(b) how AUS-MEAT and AUS-QUAL collect and hold personal information;

(c) the purposes for which AUS-MEAT and AUS-QUAL collect, hold, use and disclose personal information;

(d) how you may access personal information about you that is held by AUS-MEAT and AUS-QUAL and seek correction of it;

(e) how you may complain about a breach of the Australian Privacy Principles and how AUS-MEAT and AUS-QUAL will deal with such a complaint; and

(f) the circumstances in which personal information is likely to be disclosed to overseas recipients and the countries in which such recipients are likely to be located.

2. Collection of your personal information

Where AUS-MEAT or AUS-QUAL collects personal information it is collected and held for the relevant company's business purposes, which are detailed generally at www.ausmeat.com.au for AUS-MEAT and www.ausqual.com.au for AUS-QUAL. Where AUS-MEAT or AUS-QUAL documents require personal information, AUS-MEAT or AUS-QUAL will generally state the purposes for its use and to whom the personal information may be disclosed.

AUS-MEAT and AUS-QUAL collect and hold information including the following:

(a) addresses, telephone numbers and email addresses of contractors (including auditors), clients, members and licensees;

(b) information obtained in audit and certification processes; and

(c) other information for their business purposes, which is reasonably necessary for, or directly related to, their functions or activities.

You may, in some circumstances, have the option of not identifying yourself or using a pseudonym when you deal with AUS-MEAT and AUS-QUAL, such as if you are making a general enquiry about AUS-MEAT or AUS-QUAL. However, if you choose not to provide the information we may not be able to provide you with a service you request.

AUS-MEAT and AUS-QUAL will normally collect personal information directly from you but may also collect personal information from third parties. AUS-MEAT and AUS-QUAL may collect personal information through their websites, face-to face meetings, in documents or forms or during communications with you or with their clients or contractors. Where necessary, AUS-MEAT and AUS-QUAL may supplement the information they receive from you with information from third party sources including government, statutory and regulatory bodies and other organisations, such as Meat & Livestock Australia and NLIS Limited.

For information about the collection of your personal information online you should refer to paragraph 7 of this policy.

3. How your information is held

Most personal information is stored in-house. In some cases, such as certain web-based services that are contracted out, necessary contractual measures are taken to protect this information.

4. Use of your personal information

Personal information provided by you to AUS-MEAT and AUS-QUAL will be used for the primary purpose of providing services to AUS-MEAT and AUS-QUAL clients and for other secondary purposes you might reasonably expect us to use it for related to that primary purpose. AUS-MEAT and AUS-QUAL may use the personal information that they collect to fulfil their legal obligations and to keep their members, licensees and clients informed of AUS-MEAT's and AUS-QUAL's activities and the services that they provide to members, licensees and clients.

AUS-MEAT and AUS-QUAL may from time to time send you marketing material that they consider will be useful to you. AUS-MEAT and AUS-QUAL may also send you material about their activities. If you do not wish to receive this information, you can let us know and we will not send it to you unless we are legally required or authorised to send it.

For information about the use of your personal information collected online you should refer to paragraph 7 of this policy.

5. Disclosure of your personal information

Generally, AUS-MEAT and AUS-QUAL will only disclose your personal information for the purposes for which it has been collected.

Depending on the service, AUS-MEAT and AUS-QUAL may disclose your personal information to:

(a) each other;

(b) external service providers such as print service providers, IT providers (on a confidential basis and such service providers will be limited in their use of your information to the purpose of the relevant company's activities only);

(c) government, statutory and regulatory bodies and other organisations or committees to which AUS-MEAT provides services or which assist AUS-MEAT and AUS-QUAL in providing their services to clients, such as Meat & Livestock Australia, the Australian Lot Feeder's Association and NLIS Limited;

(d) companies with which AUS-MEAT or AUS-QUAL has information exchange agreements in place;

(e) specialist advisers to AUS-MEAT or AUS-QUAL who have been engaged to provide legal, administrative, financial, insurance, research, marketing or other services; and

(f) any other person authorised by you, including owners of standards and bodies requiring product, process or service certifications.

AUS-MEAT and AUS-QUAL may at other times notify you about their disclosure practices in relation to specific services that they provide.

Subject to the requirements of the Australian Privacy Principles, your personal information may also be disclosed for:

(a) another purpose if you would reasonably expect the information to be disclosed for that other purpose; or

(b) purposes to which you have consented.

AUS-MEAT and AUS-QUAL may disclose personal information to a third party if the disclosure is necessary to prevent or lessen a serious and imminent threat to the life, health or safety of you or another person and it is unreasonable or impracticable to obtain your consent.

AUS-MEAT and AUS-QUAL will not otherwise disclose your personal information without your consent unless otherwise authorised by law.

6. Security of your personal information

AUS-MEAT and AUS-QUAL take all reasonable steps to protect your personal information from loss, unauthorised access, modification, disclosure, interference or other misuse.

7. Online collection of personal information

7.1 Personal information collected online

When you access the AUS-MEAT or AUS-QUAL websites, AUS-MEAT and AUS-QUAL will keep a record of your visit and log the following information for statistical purposes:

(a) your server address;

(b) your top level domain name (for example .com, .gov, .au, .uk etc);

(c) the date and time of your visit to the site;

(d) the pages you accessed and documents downloaded;

(e) the previous site you have visited; and

(f) the type of browser you are using.

Neither AUS-MEAT or AUS-QUAL will make an attempt to identify users or their browsing activities. However, in the unlikely event of an investigation, a law enforcement agency or other government agency may exercise its legal authority to inspect the AUS-MEAT or AUS-QUAL internet service provider's logs.

7.2 Use of personal information collected online

AUS-MEAT and AUS-QUAL will only record your e-mail address if you send them a message. Your e-mail address will only be used for the purpose for which you have provided it and it will not be added to a mailing list or used for any other purpose without your consent.

The AUS-MEAT and AUS-QUAL websites do not provide facilities for the secure transmission of information across the internet.

Users should be aware that there are inherent risks transmitting information across the internet.

7.3 Cookies

The AUS-MEAT and AUS-QUAL websites only use session cookies and only during a search query of the respective website. The website statistics for the sites are generated from the web logs as outlined above.

When you close the browser the session cookie set by the AUS-MEAT or AUS-QUAL website are destroyed and no personal information is retained which might identify you should you visit the AUS-MEAT or AUS-QUAL web site at a later date.

Cookies can be either "persistent" or "session" based. Persistent cookies are stored on your computer, contain an expiration date, and may be used to track your browsing behaviour upon return to the issuing web site. Session cookies are short-lived, are used only during a browsing session, and expire when you quit your browser.

8. Sensitive personal information

AUS-MEAT and AUS-QUAL do not generally collect any sensitive information as that term is used in the *Privacy Act 1988* (including information relating to your racial or ethnic origin, membership of political bodies, religion or trade unions, sexual preferences or activities, criminal record, state of health or medical history). If AUS-MEAT or AUS-QUAL holds any sensitive personal information about you that information will only be used and disclosed for the purpose that it was provided by you.

9. Access to your personal information

At any time you may request access to personal information about you that AUS-MEAT or AUS-QUAL hold by contacting the Privacy Officer at the details provided below. AUS-MEAT and AUS-QUAL will process your request within a reasonable time. If AUS-MEAT and AUS-QUAL are not legally required to provide access to the personal information requested and do not exercise their discretion to do so, they will let you know their reasons for that.

10. Correction of your personal information

You should promptly notify AUS-MEAT and AUS-QUAL (in writing) if there are any changes to your personal information. You may ask AUS-MEAT and AUS-QUAL at any time to correct personal information they hold about you by contacting the Privacy Officer at the details provided below.

11. Dealing with complaints

If you have a complaint relating a breach of the Australian Privacy Principles by AUS-MEAT or AUS-QUAL, you should contact the Privacy Officer at the details provided below. AUS-MEAT or AUS-QUAL, as the case may be, will investigate your complaint and respond to you within a reasonable time and in accordance with their legal obligations. They will take any necessary corrective actions promptly.

12. Changes to this policy

AUS-MEAT and AUS-QUAL may amend this policy from time to time, and the policy will be published on the website of AUS-MEAT and AUS-QUAL.

13. Contact details

If you have any questions in relation to privacy or to access or correct you personal information, please contact:

Privacy Officer

ausmeat@ausmeat.com.au or ausqual@ausqual.com.au