

Document ID: QAM002	 AUS-MEAT Business Management System AUS-MEAT Limited Privacy Policy	Version Number: 2
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1.0 Introduction

1.1 Purpose

This AUS-MEAT Limited policy document provides the basis for the Privacy requirements within the business. It also provides guidelines which the Quality department will use to administer these policies.

AUS-MEAT Limited will keep all policies current and relevant. From time to time it will be necessary to modify and amend some sections of the policy, or to add new procedures.

Any suggestions, recommendations, or feedback on this policy are welcome. These should be sent to the Chief Executive Officer.

1.2 Scope

This policy applies to all company officers, employees, contractors, and service providers.

1.3 Document Type & Distribution

This is a Controlled Document.

Distribution is via the relevant AUS-MEAT Limited document library and accessible for all employees.

1.4 Version Control

Changes must be authorised by the Chief Executive Officer and the Quality and Compliance Manager.

1.5 Revision History

Revision Date	Prior Issue Number	Summary of Changes	Approved By
14 Dec 2020	n/a	New format and replacement AUS040	Ian King
09/05/2022	1	Update details Chief Executive Officer.	Stephen Crisp

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2.0 General

AUS-MEAT Limited ABN 44 082 528 881 respects the privacy of individuals and complies with obligations under the Privacy Act 1988 and associated Australian Privacy Principles.

This policy sets out how AUS-MEAT Limited collects, maintains, uses, and discloses personal information in accordance with the Australian Privacy Principles contained in the Privacy Act 1988.

Specifically, this policy sets out:

- i. the types of personal information that AUS-MEAT Limited collect and hold.
- ii. how AUS-MEAT Limited collect and hold personal information.
- iii. the purposes for which AUS-MEAT Limited collect, hold, use, and disclose personal information.
- iv. how individuals may access and update personal information held by AUS-MEAT Limited.
- v. how individuals may complain about a breach of the Australian Privacy Principles and how AUS-MEAT Limited will deal with such a complaint; and
- vi. how personal information is to be disclosed to overseas recipients.



Stephen Crisp
Managing Director
AUS-QUAL Pty Ltd
9 May 2022

3.0 Collection of Your Personal Information

AUS-MEAT Limited collects personal information and holds for the relevant company's business purposes. Where AUS-MEAT Limited documents require personal information, AUS-MEAT Limited Management will state the purposes for its use and to whom the personal information may be disclosed.

AUS-MEAT Limited collects and holds information including the following:

- i. addresses, telephone numbers and email addresses of contractors (including auditors), clients, members, and licensees.
- ii. information obtained in audit and certification processes; and
- iii. other information for their business purposes, which is reasonably necessary for, or directly related to, their functions or activities.

In some circumstances, the option of not identifying yourself or using a pseudonym when dealing with AUS-MEAT Limited, such as making a general enquiry about AUS-MEAT Limited is allowed. However, choosing not to provide the information, may hinder the ability to provide the requested service.

AUS-MEAT Limited will collect personal information directly from you and third parties as required.

AUS-MEAT Limited will 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 Limited may supplement the information they receive from you with information from third party sources including government, statutory and regulatory bodies, and other organisations.

4.0 Privacy Information Management

All personal information is stored within Australia using web services and data facilities managed by AUS-MEAT Limited or contracted managed service providers.

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

5.0 Personal Information Management

Personal information provided to AUS-MEAT Limited will be used for the primary purpose of providing services to AUS-MEAT Limited clients.

AUS-MEAT Limited may use the personal information collected to fulfil legal obligations, keep members, licensees and clients informed of AUS-MEAT Limited's activities and services.

AUS-MEAT Limited may send marketing material with un-subscription options available.

6.0 Personal Information Disclosure

AUS-MEAT Limited will only disclose an individual's personal information for the purposes for which it has been collected.

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

- i. Internal personnel.
- ii. External service providers on a confidential basis and for relevant company purpose only.
- iii. Government, statutory and regulatory bodies, organisations, or committees to which AUS-MEAT Limited provides services.
- iv. Companies with which AUS-MEAT Limited has information exchange agreements.

- v. Specialist advisers to provide legal, administrative, financial, insurance, research, marketing, or other services.
- vi. Any other authorised person including standard owners associated with product, process, or service certifications.

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

- i. another purpose if you would reasonably expect the information to be disclosed for that other purpose; or
- ii. purposes to which you have consented.

AUS-MEAT Limited may disclose personal information to a third party if 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 Limited will not otherwise disclose personal information without consent unless otherwise authorized by law.

7.0 Security of Information

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

8.0 Information Sourced Online

8.1 Personal Information Collected Online

When accessing the AUS-MEAT Limited websites or other digital platforms (for example, social media), AUS-MEAT Limited will keep a record of visit and log the following information for statistical purposes:

- i. the server addresses.
- ii. the top-level domain name.
- iii. the site visit date and time.
- iv. the pages accessed and documents downloaded.
- v. the previously visited site.
- vi. the type of browser.

AUS-MEAT Limited will not 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 Limited or service provider's data.

8.2 Use of Online Sourced Information

AUS-MEAT Limited will only record the delivery e-mail address. Individual's e-mail addresses will only be used for the purpose of provision and it will not be added to a mailing list or used for any other purpose without consent.

The AUS-MEAT Limited website secures the transmission of information across the internet. Users should be aware that there are inherent risks transmitting information across the internet.

8.3 Cookies

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

When the browser is closed the session, the cookies set by the AUS-MEAT Limited website are destroyed and no personal information is retained.

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

9.0 Sensitive Personal Information

AUS-MEAT Limited does not collect any sensitive information as defined in the Privacy Act 1988.

This includes information relating to racial or ethnic origin, membership of political bodies, religion or trade unions, sexual preferences or activities, criminal record, state of health or medical history.

Any sensitive personal information held by AUS-MEAT Limited will only be used and disclosed for the provisional purpose.

10.0 Personal Information Access

AUS-MEAT Limited personal information is accessed upon authorised request only.

AUS-MEAT Limited processes the requests within a reasonable time and will authorise access based on legal and discretionary considerations.

11.0 Personal Information Update

Should the personal information need to be edited, individuals are required to notify AUS-MEAT Limited in a timely manner by contacting AUS-MEAT Limited on the details below.

12.0 Complaints Regarding Privacy

Complaints relating to an AUS-MEAT Limited breach of the Australian Privacy Principles should be forwarded to the Chief Executive Officer, Quality and Compliance Manager and Human Resources Manager.

AUS-MEAT Limited will investigate all complaints in accordance with all legal obligations and AUS-MEAT Limited Management will take all necessary corrective actions and respond promptly.

13.0 Privacy Policy Changes

AUS-MEAT Limited will amend this policy as required and will be published on the AUS-MEAT Limited website.

14.0 Privacy Policy Contact Details

If there are any questions or notifications regarding privacy or personal information, please contact:

AUS-MEAT HR Officer: Tel +61 7 3361 9200

Email: HR.@ausmeat.com.au

Optional:

Office of the Australian Information Commissioner.

Details at: <https://www.oaic.gov.au/about-us/contact-us>

15.0 Glossary

1. Privacy policy

A privacy policy is a statement or a legal document (in privacy law) that discloses some or all the ways a party gathers, uses, discloses, and manages a customer or client's data. It fulfils a legal requirement to protect a customer or client's privacy.

2. Australian Privacy Principles (or APPs)

Australian Privacy Principles are the cornerstone of the privacy protection framework in the Privacy Act 1988 (Privacy Act). They apply to any organisation or agency the Privacy Act covers.

There are 13 Australian Privacy Principles and they govern standards, rights and obligations around:

- the collection, use and disclosure of personal information
- an organisation or agency's governance and accountability
- integrity and correction of personal information
- the rights of individuals to access their personal information

The Australian Privacy Principles are principles-based law. This gives an organisation or agency flexibility to tailor their personal information handling practices to their business models and the diverse needs of individuals. They are also technology neutral, which allows them to adapt to changing technologies.

A breach of an Australian Privacy Principle is an 'interference with the privacy of an individual' and can lead to regulatory action and penalties.

3. Complaint

In legal terminology, a complaint is any formal legal document that sets out the facts and legal reasons that the filing party or parties believes are sufficient to support a claim against the party or parties against whom the claim is brought that entitles the plaintiff(s) to a remedy.