

# Privacy Policy



## 1 Policy Statement

AUS-MEAT Limited (AUS-MEAT<sup>1</sup>) 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 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 collect and hold.
- ii. how AUS-MEAT collect and hold personal information.
- iii. the purposes for which AUS-MEAT 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 will deal with such a complaint; and
- vi. how personal information is to be disclosed to overseas recipients.

A handwritten signature in black ink, appearing to read 'Stephen Crisp'.

Stephen Crisp - Chief Executive Officer

8<sup>th</sup> May 2025

## 2 Purpose

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

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

## 3 Responsibility

Changes must be authorised by the Chief Executive Officer.

## 4 Collection of Your Personal Information

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

AUS-MEAT 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

<sup>1</sup> All mentions of AUS-MEAT refer to AUS-MEAT Limited trading as AUS-MEAT and AUS-QUAL.

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- 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 is allowed. However, choosing not to provide the information, may hinder the ability to provide the requested service.

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

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

### 5 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.

### 6 Personal Information Management

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

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

### 7 Personal Information Disclosure

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

Depending on the service, AUS-MEAT 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 provides services.
- iv. Companies with which AUS-MEAT 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 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 will not otherwise disclose personal information without consent unless otherwise authorized by law.

## 8 Security of Information

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

## 9 Information Sourced Online

### 9.1 Personal Information Collected Online

When accessing the AUS-MEAT 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 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 or service provider's data.

### 9.2 Use of Online Sourced Information

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

### 9.3 Cookies

The AUS-MEAT 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 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.

## 10 Sensitive Personal Information

AUS-MEAT 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 will only be used and disclosed for the provisional purpose.

## 11 Personal Information Access

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

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

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### 12 Personal Information Update

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

### 13 Complaints Regarding Privacy

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

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

### 14 Privacy Policy Changes

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

### 15 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](mailto:HR@ausmeat.com.au)

*Optional:*

Office of the Australian Information Commissioner.

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

## Privacy Policy



## 16 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.

## 17 Document Version History Log

Date Published	Version No.	Detail reason for issue or amendments	Amended By	Reviewed By	Authorised By
14 Dec 2020	1	New format and replacement AUS040	Ian King		
09/05/2022	2	Update details Chief Executive Officer	Stephen Crisp		
08/05/2025	3	Update format and CEO signature	Stephen Crisp		Stephen Crisp

## 18 Keywords

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