



## PRIVACY POLICY

HRP017

### **POLICY STATEMENT**

For the purpose of this Privacy Policy, Hazeldene`s means Hazeldene`s Chicken Farm Pty Limited (ABN: 72 004 381 346)

This document sets out our practise for handling personal information.

Wherever we collect, handle, store, use, disclose or otherwise deal with personal information that stakeholders have provided to us either in person, over the phone, in documentation, when using our website or via email, we will be regulated by the National Privacy Principles contained within the Privacy Act 1988 (Cth).

This Policy also covers personal information that we have sourced from third parties.

### **POLICY SCOPE**

Hazeldene`s respects and is committed to protecting the privacy of all stakeholders.

### **POLICY REQUIREMENTS**

#### **What is personal information?**

Personal information is any information (whether fact, opinion or evaluative material) about you as an individual from which your identity is apparent or can reasonably be ascertained. By choosing to provide personal information to Hazeldene`s, you consent to our collecting and retaining that personal information.

#### **For what purposes do we collect personal information?**

Hazeldene`s may collect information such as business contact details (names, addresses, phone numbers, email addresses, fax numbers), professional and business details, bank account details, other financial information from financial institutions, information from regulatory bodies, providers of credit information and trade referees:

- to administer Hazeldene`s dealings and potential dealings with suppliers of products and services;
- to supply products and services;
- to process customer orders;
- to process orders on behalf of our customers (fulfilment services) for their customers;
- to assess our customers' credit worthiness;
- to contact the individual for direct marketing or other promotional purposes;



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Hazeldene's may collect information such as names and contact details of persons who contact Hazeldene's with requests for information and/or queries, including through Hazeldene's website to respond to those requests for information and/or queries.

Hazeldene's may collect information about applicants for employment with Hazeldene's including health information to assess those applications for employment. We may collect information about Hazeldene's employees and contractors relevant to their employment or contract with Hazeldene's to fulfil Hazeldene's responsibilities as an employer and contractor.

### **Holding of Personal Information**

All information collected is stored on the Hazeldene's computer network and/or in paper-form. All reasonable endeavours are made to ensure the security of all information collected. Employees who have access to personal information are briefed in Hazeldene's protocols in relation to correct handling of this information.

### **Disclosure**

Hazeldene's may provide personal information to third parties within Australia including:

- to regulatory bodies;
- to our related bodies corporate;
- to credit information providers;
- to contractors engaged to provide services in connection with the purposes mentioned above;
- to other service providers such as printers and mailing houses in connection with the purposes mentioned above; and

### **Access to Personal Information**

Stakeholders should contact us (contact details below) if you would like to request details of the personal information that Hazeldene's may hold about you. Hazeldene's will take all reasonable steps to provide the information free of charge in most instances, however in some circumstances there may be a fee for providing this service, but we will inform you of that at the time you make the request.

### **Accuracy**

Hazeldene's will take reasonable steps to ensure the personal information we collect, use or disclose is as accurate, complete and up to date as possible. We need your help to do that. If you think that the information we hold about you is inaccurate please contact us (contact details below) and we will take reasonable steps to ensure that it is corrected.



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### Website

Hazeldene's use a feature of your browser called a "cookie" to assign a user ID. Cookies identify your computer to our servers when you visit our site. Our website may store cookies on your PC in order to improve your future visits to the website. By using cookies, we can track information about your usage of the site, to provide customised content. If you do not want information collected through the use of cookies, you may be able to configure your browser to disable cookies.

Security of personal information is important to us and we take all reasonable precautions to protect personal information from misuse, loss, unauthorised access, modification or disclosure as well as to destroy or permanently de identify personal information if it is no longer needed for any purpose. No data transmission over the Internet can be guaranteed to be totally secure. We cannot warrant the security, integrity or privacy of personal information submitted to this web site.

[www.hazeldenes.com.au](http://www.hazeldenes.com.au)

If you use the internet to send us any information, including your email address, it is sent at your own risk.

### Contact details

Please feel free to contact us via email at [info@hazeldenes.com.au](mailto:info@hazeldenes.com.au) or by phone on 03 5431 1300 if you have any questions, comments or would like more information concerning how we handle your information or privacy issues.

If you wish to make a complaint regarding a breach of privacy please contact the People and Performance Manager to lodge a formal complaint. A complaint must be provided in writing outlining specific details of your complaint, including the nature of the breach of the National Privacy Principles. Hazeldene's will investigate the matter and provide a response to the complainant within ten (10) working days of receipt of the complaint.