

Policy Statement

For the purpose of this Privacy Policy, Hazeldene's Chicken Farm Pty Limited (ABN: 72 004 381 346) and its related bodies corporate, is referred to as we, us or our.

The Privacy Act 1988 (Cth) (Privacy Act), and the Australian Privacy Principles (APPs) govern the way in which we must manage your personal information. This policy sets out how we collect, use, disclose and otherwise manage personal information about you.

Policy Scope

We respect and are committed to protecting the personal information we collect from you.

Policy

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 us, you consent to our collecting and retaining that personal information.

For what purposes do we collect personal information?

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In the course of our business we from time to time may collect information such as business contact details (names, addresses, phone numbers, email addresses, fax numbers), drivers licence information, professional and business details, bank account details, credit card information other financial information from financial institutions, information from regulatory bodies, providers of credit information and trade referees.

The personal information that we collect and hold about you depends on your interaction with us. Generally, we will collect, use and hold your personal information if it is reasonably necessary for or directly related to the performance of our functions and activities and for the purposes of:

- administering our dealings and potential dealings with suppliers of products and services;
- supplying products and services;
- processing customer orders;
- processing orders on behalf of our customers (fulfilment services) for their customers;
- assessing an employment application;
- assessing our customers' credit worthiness;
- contacting the individual for direct marketing or other promotional purposes; and
- meeting our regulatory obligations.

If the personal information you provide to us is incomplete or inaccurate, we may be unable to provide you with the goods and services you are seeking.

We may collect personal information directly from you through the use of any of our standard forms, including through our website, social media accounts, in person and over the phone. We may also collect personal information about you from third parties acting on your behalf.

There may, however, be some instances where personal information about you will be collected indirectly because it is unreasonable or impractical to collect personal information directly from you. We will usually notify you about these instances in advance, or where that is not possible, as soon as reasonably practicable after the information has been collected.

If we receive unsolicited information about you that we do not ask for or which is not directly related to our functions or activities, we may be required to destroy or de-identify that information, provided it is lawful and reasonable to do so.

We may also collect and hold sensitive information about employees or applicants during the application process and during your employment with us, including health information, including vaccination status and proof of vaccination. We may collect sensitive information only with your prior permission. If the personal information you provide to us is incomplete or inaccurate, we may be unable to assess your employment application. Failure to provide all or some of the information required of an employee or contractor may adversely affect our ability to comply with our legal obligations or your employment engagement.

Holding of Personal Information

All information collected is stored on our computer network and/or in paper-form. We take reasonable measures to ensure that your personal information is stored safely to protect it from interference, misuse, loss, unauthorised access, modification or disclosure, including electronic and physical security measures. Employees who have access to personal information are briefed in our protocols in relation to correct handling of this information. Where personal information we hold is no longer reasonably necessary for the purpose for which it was collected (or as otherwise permitted by law), we delete the information or permanently de-identify it, subject to specific laws in respect of data retention.

Disclosure

Generally, we only use or disclose personal information about you for the purposes for which it was collected (as set out above). We may disclose personal information to third parties within Australia including:

- to regulatory bodies and as otherwise permitted or required by law;
- to our related bodies corporate;
- to credit information providers;

- to our contractors engaged to provide services in connection with the purposes mentioned above;
- to other service providers who assist us in operating our business and providing services to you (such as printers and mailing houses, insurers, accountants and lawyers); and
- to third parties to whom you have agreed we may disclose your information.

Access to Personal Information

You should contact us (contact details below) if you would like to access the personal information that we hold about you. We will respond to your request within a reasonable period and 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, and we will inform you of that at the time you make the request.

Accuracy

We will take reasonable steps to ensure the personal information we collect, use or disclose is as accurate, complete and as up to date as possible. If you think that the information we hold about you is inaccurate, incomplete or out of date, please contact us (contact details below) immediately and we will take reasonable steps to ensure that it is corrected.

Website

We 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.

Our website may contain links to other websites. We are not responsible for the privacy practices of linked websites and linked websites are not subject to our privacy policies and procedures. 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

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, by phone on 03 5431 1300, or in writing to P.O. Box 1147 Kangaroo Flat, VICTORIA, 3555 if you have any questions, comments or would like more information concerning how we handle your information or privacy issues.

If after this process you are not satisfied with our response and you wish to make a complaint regarding a breach of privacy, you can submit a complaint to the Office of the Australian Information

Commissioner. To lodge a complaint, visit the 'Complaints' section on the website, located at <http://www.oaic.gov.au/privacy/privacy-complaints>, to obtain the relevant complaint forms, or contact the Privacy Commissioner's office. outlining specific details of your complaint, including the nature of the breach of the National Privacy Principles. Hazeldenes will investigate the matter and provide a response to the complainant within ten (10) working days of receipt of the complaint.