



GRAINS AUSTRALIA LIMITED

ABN 14 637 983 487

BOARD POLICY

PRIVACY POLICY

Purpose and context

Grains Australia Limited (Grains Australia) is committed to protecting the privacy and security of personal information held about its staff and those that have business dealings with it. Grains Australia is committed to ensuring that the collection, use, disclosure and security of personal information complies with the provisions of the Privacy Act 1988 (Cth) (Privacy Act).

Grains Australia protects the privacy of personal data disclosed to it by job applicants, and personal information the Company receives from others, including business associates and suppliers.

This Privacy Policy sets out how Grains Australia will manage personal information, including its collection, use, disclosure and storage. This Privacy Policy is reviewed and updated from time to time, to consider new laws, changes to Grains Australia's functions and practices. This Policy was last reviewed and updated in August 2022.

Scope

This policy applies to all directors, Commodity Council members, employees, and contractors of Grains Australia.

Definition

Personal Information: Is any information or an opinion that could identify a person. This may include an individual's name, address, date of birth, electronic records, video recordings and photographs.

Collecting Personal Information: Grains Australia collects personal information in a number of different ways depending on the type of dealings that a person may have with the company.

Purpose for the collection of personal information

Grains Australia treats its obligations with respect to the use and disclosure of personal information very seriously. It collects personal information for the following purposes:

- To contact a person directly about Grains Australia, its services, and business activities;
- To provide a person with information they have requested;

- To follow up or pursue any enquiries a person or company has made;
- Reviewing employment applications; and
- Any other purpose where personal information is relevant to its business activities.

Disclosure

Grains Australia will not sell, rent, trade or otherwise supply to third parties any personal information obtained unless consent has been given. However, Grains Australia may disclose personal information in some circumstances including where contractors and service providers help the company operate its business or provide a service such as:

- related bodies corporate;
- organisations which provide services to the company;
- government and statutory authorities; and
- as required by law.

In certain circumstances Grains Australia may be required to provide personal information to contractors and/or service providers. Before any such information is released, Grains Australia would require these organisations or individuals to agree to comply with our Privacy Policy and agreements shall be in place to ensure the Privacy Policy is adhered to.

Cookies

Cookies are small text files that are sent to your computer by a web server. We use cookies to provide benefits to you. Session cookies remember the previous activity performed by you. Persistent cookies are used to save your preferences over multiple sessions. Cookies may also be used for other purposes on Grains Australia's website but in each case none of the information collected can be used to personally identify you. For more information about cookies and instructions on how to adjust your browser settings to restrict or disable cookies, see the [Office of the Australian Information Commissioner website](#).

Security

Grains Australia has security procedures and technology to protect against the loss, misuse and/or alteration of the information under its control. Grains Australia employees are required to maintain the confidentiality of any personal information held by the company.

Access to personal information

Organisations and individuals can contact Grains Australia to request access to their information. In normal circumstances we will give you full access to your information. However, there may be some legal or administrative reasons to deny access. If access is denied, we will provide you with the reasons for such action.

Amending personal information

If an organisation or individual wishes to change personal information that is inaccurate or out-of-date, they may contact the CEO (see details below) by mail or email. Any personal information that is no longer used by Grains Australia will be destroyed. The assessment of what personal information is destroyed will vary depending on the needs of Grains Australia.

What are your rights

Employees have the right to know what personal data is held about them and they have the right to have incomplete, incorrect, unnecessary or outdated data deleted or updated.

Employees/contractors can exercise that right by contacting Grains Australia through the contact referred below.

Note that applicable law may contain restrictions and other provisions that relate to employee/contractor rights.

Contact details

In matters pertaining to Grains Australia's privacy practices, you may contact:

Chief Executive Officer
Grains Australia Limited
Level 13, Suite 1a, 465 Victoria Avenue
CHATSWOOD NSW 2067

Version Number	Issue Date	Review frequency	Nature of Amendment	Date of review
2 POL 6 vs 1.0	July 2021	Annually or as required	New Policy	July 2022
2 POL 6 vs 1.1	17 August 22	Annually or as required	Annual Review	August 2023
2 POL 6 vs 2.0	26 June 2023	Annually or as required	Annual Review	June 2024