

Website privacy policy

This Privacy Policy applies to all personal information collected by SA Gourmet Meats Pty Ltd in its capacity as trustee for the SA Gourmet Meats Trading Trust ABN 18 268 476 690 via this website.

We may change the terms of this Privacy Policy at any time. If we change this policy, we will post the revised Policy on this website.

1 What is "personal information"?

- (a) The Privacy Act 1988 (Cth) currently defines "personal information" as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:
 - (i) whether the information or opinion is true or not; and
 - (ii) whether the information or opinion is recorded in a material form or not.
- (b) If information do not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as "personal information" and will not be subject to this privacy policy.
- (c) "Sensitive information" is defined under the Privacy Act as information relating to a person's racial or ethnic origin, membership of political bodies, religions, trade unions or other professional or trade association, sexual preferences, criminal record, financial records and health information.
- (d) It is a rare occurrence for us to require you provide us with sensitive information for the purpose of providing the services on the website. However, in the event you are required to provide us with sensitive information we will only use and disclose this information for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise or use or disclosure of this information is allowed by law.

2 What information do we collect?

The kind of personal information that we collect from you will depend on how you use the website. Some provision of personal information is optional. However, if you do not provide us with certain types of personal information, you may be unable to utilise the full functionality of the website or be provided with the services offered on the website by us. The personal information which We collect and hold about you may include:

- (a) your name, e-mail, postal address and other contact details;
- (b) information about your employer or an organisation who you represent;
- (c) other personal information you voluntarily provide to us;
- (d) Personal information provided by third parties (eg a person who provides delivery details);
- (e) details of your internet provider or referring site which may be collected when you visit our site;
- (f) information about how you use the site such as the devices on which you access the site and your activity on the site;

- (g) Credit card or other payment details and related financial information.

3 How we collect your personal information

- (a) We may collect personal information from you whenever you input such information into the website or from publicly available sources of information. We may also ask you to provide information in login forms or email in the event you choose to use a service(s) offered on this website. For example, the request for quote form.
- (b) We also collect cookies from your computer which enable us to tell when you use the website and also to help customise your website experience. As a general rule, however, it is not possible to identify you personally from our use of cookies.

4 Purpose of collection

- (a) The purpose for which we collect personal information is to provide you with the best service experience possible on the website.
- (b) We customarily disclose personal information only to our service providers who assist us in operating the website. Your personal information may also be exposed from time to time to maintenance and support personnel acting in the normal course of their duties.
- (c) By using our website, you consent to the receipt of direct marketing material. We will only use your personal information for this purpose if we have collected such information direct from you, and if it is material of a type which you would reasonably expect to receive from use. In We do not use sensitive personal information in direct marketing activity. Our direct marketing material will include a simple means by which you can request not to receive further communications of this nature.

5 Access and correction

Australian Privacy Principle 12 permits you to obtain access to the personal information we hold about you in certain circumstances, and Australian Privacy Principle 13 allows you to correct inaccurate personal information subject to certain exceptions. If you would like to obtain such access, please contact us as set out below.

6 Complaint procedure

If you have a complaint concerning the manner in which we maintain the privacy of your personal information, please contact us as set out below. All complaints will be considered by our Privacy Officer and we may seek further information from you to clarify your concerns. If we agree that your complaint is well founded, we will, in consultation with you, take appropriate steps to rectify the problem. If you remain dissatisfied with the outcome, you may refer the matter to the Office of the Australian Information Commissioner.

7 Overseas transfer

Your personal information may be transferred overseas or stored overseas for a variety of reasons. It is not possible to identify each and every country to which your personal information may be sent. If your personal information is sent to a recipient in a country with data protection laws which are at least substantially similar to the Australian Privacy Principles, and where there are mechanisms available to you to enforce protection of your personal information under that overseas law, we will not be liable for a breach of the Australian Privacy Principles if your personal information is mishandled in that jurisdiction. If your personal information is transferred to a jurisdiction which

does not have data protection laws as comprehensive as Australia's, we will take reasonable steps to secure a contractual commitment from the recipient to handle your information in accordance with the Australian Privacy Principles.

8 Security of Information

Security systems are in place to maintain physical security over our hard copy and electronic data stores and our premises. User identifiers and passwords are in place to control access to our computer system.

With respect to third party service providers we require these parties to protect your information in the same way we do.

This website does not provide facilities for the secure transmission of information (e.g. when you send us an email via the site) across the Internet. You should be aware that there are inherent risks associated with the transmission of personal information via the Internet.

Linked sites

We cannot be responsible for the policy or practices of linked sites so we recommend you consider their Privacy Policies separately.

9 How to contact us about privacy

If you have any queries, or if you seek access to your personal information, or if you have a complaint about our privacy practices, any query or request for this information needs to be in writing and addressed to:

Privacy Officer
SA Gourmet Meats
info@sagourmetmeats.com.au

3/587 Magill Rd, Magill SA 5072

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