

About this Privacy Policy

SKAN Farming Logistics Pty Ltd ACN 675 693 464 and its related bodies corporate (as defined in the Corporations Act 2001 (Cth)) (**SKAN**) are committed to respecting your right to privacy and protecting your personal information.

This Policy applies to all your dealings with us, whether in person, or via telephone, email, correspondence, our website, social media or otherwise.

The purpose of this Policy is to:

- Give you a better and more complete understanding of the kinds of personal information we collect and hold;
- Clearly and concisely communicate how and when we collect, disclose, use, store and otherwise handle personal information;
- Inform you about the purposes for which we collect, hold, use and disclose personal information;
- Provide you with information about how you may access your personal information, and seek correction of your personal information;
- Provide you with information about how you may make a complaint, and how we will deal with any such complaint;
- Advise you of the circumstances in which we are likely to disclose personal information to overseas recipients; and
- Enhance the transparency of our operations.

For the purpose of this Policy, the following terms will have the following meanings, as attributed to them by section 6 of the *Privacy Act 1988* (Cth) (**Act**):

Health information means:

(a) *Information or an opinion about:*

- (i) *The health or disability (at any time) of an individual; or*
- (ii) *An individual's expressed wishes about the future provision of health services to him or her; or*
- (iii) *A health service provided, or to be provided, to an individual; that is also personal information; or*

(b) *Other personal information collected to provide, or in providing, a health service; or*

(c) *Other personal information about an individual collected in connection with the donation, or intended donation, by the individual of his or her body parts, organs or body substances; or*

(d) *Genetic information about an individual in a form that is, or could be, predictive of the health of the individual or a genetic relative of the individual.*

Personal information means information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Sensitive information means:

(a) *Information or an opinion about an individual's:*

- (i) *Racial or ethnic origin; or*
- (ii) *Political opinions; or*

- (iii) Membership of a political association; or*
- (iv) Religious beliefs or affiliations; or*
- (v) Philosophical beliefs; or*
- (vi) Membership of a professional or trade association; or*
- (vii) Membership of a trade union; or*
- (viii) Sexual orientation or practices; or*
- (ix) Criminal record*
that is also personal information; or
- (b) Health information about an individual; or*
- (c) Genetic information about an individual that is not otherwise health information; or*
- (d) Biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or*
- (e) Biometric templates.*

Collection of Personal Information

We will, if it is reasonable or practicable to do so, collect your personal information directly from you. This may happen when you fill out a form or when you give us personal information in person, or via telephone, email, correspondence, our website, or social media.

You might also provide personal information about other individuals to us (e.g. personal information relating to your authorised representative(s)). If so, we rely on you to have obtained their authority to release their personal information to SKAN.

Sometimes we will collect personal information from a third party or a publicly available source. For example, we may collect personal information regarding prospective employees from LinkedIn or from their former employer.

If we receive personal information that we did not solicit, we will determine as soon as reasonably practicable whether we could have lawfully collected that information as part of our functions or activities. If we are not satisfied that we could have lawfully collected the information, then we will (if it is lawful and reasonable) destroy the information or ensure that it is de-identified.

You may choose to deal with us anonymously or under a pseudonym where lawful and practical. Where anonymity or use of a pseudonym will render us unable to provide the relevant goods or services or do business, we may request that you identify yourself.

For example, whenever documents are to be submitted to government agencies or financial institutions, it is essential that we record your name accurately.

Clients and customers

Whenever prospective, current or former clients and customers deal with SKAN, we may collect personal information in order to provide goods or services to you. We do not collect personal information unless it is reasonably

necessary for, or directly related to, one or more of the goods or services we provide or functions we carry out.

Prospective, current or former clients and customers who utilise the free services available on our website are required to create a username (which may be a pseudonym) and/or provide their email address.

Prospective, current or former clients and customers who utilise our paid services are required to provide the following types of personal information, which are collected by SKAN:

- Name.
- Company.
- Email address.
- Billing address.
- Financial information including credit card details or details of your bank or financial institution account.

Some of the information we may ask you to provide may be identified as mandatory. If you do not provide the mandatory data, we may be unable to provide the goods or services requested by you.

We will not ask prospective, current and former clients and customers to provide sensitive information.

Like many websites, we may utilise “cookies” which automatically collect information to help us recognise you and customise your experience. For example, when visiting our website, we may automatically record information that your browser sends such as the web address you came from or are going to, your device model, operating system, browser type, unique device identifier, IP address, mobile network carrier, time zone and location. Likewise, our third party service providers may help us to track activity within our Website and may also use “cookies” as a tracking technology. A cookie does not identify you personally but may identify your internet service provider or computer. You can set your browser to notify you when you receive a cookie and this will provide you with an opportunity to either accept or reject it in each instance.

Employees and contractors

Whenever prospective, current or former employees or contractors deal with SKAN we will collect personal information in order to assess job applications, process payments of fees, salary and superannuation, take out appropriate insurance, and otherwise administer the employer/employee or principal/contractor relationship.

The types of personal information we generally collect about prospective, current and former employees and contractors includes:

- Name.
- Residential address.
- Postal address.
- Email address.



- Home telephone number.

- Work telephone number.
- Mobile telephone number.
- Your occupation and business address.
- Your tax file number, ABN and/or ACN.

In addition, we may collect personal information regarding your next of kin, including but not limited to their name, address, telephone number, and relationship to you.

We may collect sensitive information from prospective and current employees and contractors for the limited purposes of administering the employer/employee or principal/contractor relationship, insurance claims, and ensuring health and safety. We will only collect sensitive information in circumstances where:

- It is reasonably necessary for one or more of the goods or services we provide or functions we carry out; and
- You consent to the collection of the information; or
- We are required or authorised by law to collect the sensitive information.

Some of the information we may ask employees or contractors to provide may be identified as mandatory. If you do not provide the mandatory data, we may be unable to offer you employment or engage your services.

Use and Disclosure of Personal Information

Personal information collected by SKAN will ordinarily be used for the following purposes:

- Providing you with the goods or services requested.
- To modify or improve the goods or services provided to you.
- Customer support.
- To manage the contractual relationship between you and SKAN.
- Client and business relationship management.
- To perform audits, security and fraud monitoring and prevention.
- To process transactions.
- To ask for ratings and reviews of the products and services we offer.
- Marketing of products and services to you.
- To administer the employer/employee or principal/contractor relationship.
- To comply with legal process or to protect SKAN's interests.

In order to achieve the purposes described above, we may disclose your personal information to the persons/organisations described below:

- Your authorised representative or advisor.

- Persons or organisations involved in providing your product or service, or components of your product or service, including independent contractors, and third party service providers engaged by us.
- Persons or organisations involved in marketing goods and services on behalf of SKAN.
- Government agencies or other persons/organisations involved in regulating our business.
- Organisations involved in maintaining, reviewing, and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems.
- Persons or organisations involved in purchasing part or all of our business.
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations.

We will only use and disclose personal information for the primary purpose for which it was initially collected, or for purposes which are directly related to one of our functions or activities.

We will not disclose your personal information to government agencies, private sector organisations or any third parties unless one of the following applies:

- You have consented.
- You would reasonably expect, or you have been told, that information of that kind is usually passed to those individuals, bodies or agencies.
- It is otherwise required or authorised by law.
- It is reasonably necessary for enforcement related activities conducted by, or on behalf of, an enforcement body (eg. police, ASIC, Immigration Department).

In the course of providing goods or services to you, it may be necessary for us to enter your personal information into software and websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant software or websites.

The collection and use of personal information by third parties may be subject to separate privacy policies or the laws of other jurisdictions.

Whenever we transfer your personal information overseas, we will take reasonable steps to ensure that the overseas recipient does not breach the Australian Privacy Principles in relation to the information.

Like many other businesses in Australia, SKAN may rely on third party suppliers or contractors to provide specialised services such as web hosting, cloud computing technology and data storage services. If personal information is provided to these suppliers and contractors in order to enable them to perform the agreed tasks, we will make every effort to ensure that the supplier or contractor handles the personal information in accordance with the Act and the Australian Privacy Principles.

There may be limited circumstances in which it is necessary for us to collect a government related identifier such as your tax file number, ABN or ACN. We will not use or disclose your government related identifiers unless we are required or authorised to do so by law or by a court or tribunal order, or in order to fulfill our obligations to a Commonwealth, State or Territory authority.

Marketing our products and services

SKAN may use or disclose your personal information to let you know about products and services in which you may be interested. You can contact us at any time if you no longer wish us to market our products and services to you (see the **Contacting Us** section for more information).

Accuracy of Personal Information

SKAN will take reasonable steps to ensure that all personal information it collects, uses or discloses is accurate, complete and up-to-date.

If you believe your personal information is not accurate, complete or up-to-date, please contact us (see the **Contacting Us** section for more information).

Security

Your personal information may be stored in hard copy documents or electronically. SKAN is committed to keeping your personal information secure and safe. Some of the ways we do this are:

- Requiring employees and contractors to enter into confidentiality agreements.
- Secure hard copy document storage (i.e. storing hard copy documents in locked filing cabinets).
- Security measures for access to our computer systems.
- Providing a discreet environment for confidential discussions.
- Access control for our buildings.
- Security measures for our websites (see the **Your Privacy on the Internet** section for more information).

We will review and update our security measures from time to time.

In addition, we will review the personal information and sensitive information held by us from time to time, ensuring that information which is no longer needed for a purpose for which it was initially collected is destroyed or de-identified.

Your Privacy on the Internet

SKAN takes care to ensure that the information you provide to us via our website is protected. For example, our website has electronic security systems in place,



including the use of firewalls and data encryption.

You may be able to access external websites by clicking on links we have provided on our website. Those other websites are not subject to our privacy standards, policies and procedures. You will need to contact or review those websites directly to ascertain their privacy standards, policies and procedures.

Deletion of and access to Personal Information

If you would like SKAN to delete your platform data or personal information permanently from our records (excluding those which we may be required to keep for legal, accounting and auditing purposes only), you may do so by contacting us (see the **Contacting Us** section for more information), and it will be deleted from our records as soon as reasonably possible.

You may request access to personal information that SKAN holds about you (see the **Contacting Us** section for more information).

We will acknowledge your request within 5 business days of the request being made. Access will usually be granted within 10 business days of our acknowledgment or, if the request involves complex considerations or voluminous photocopying or scanning, within 15 business days. We will let you know which timeframe applies to your request and if any delays are anticipated.

You will need to verify your identity before access to your personal information is granted.

Once your request has been processed by SKAN, you may be forwarded the information by mail or email or you may personally inspect it at the location where the information is held or another appropriate place. Whenever possible, we will endeavor to make the information available to you in the manner requested by you unless it is unreasonable for us to do so (eg. if you have asked for the information to be emailed to you, we will endeavor to email the information to you. If the file size would be too large, we may send you the information by hard copy instead of email).

If you are aware that we hold personal information about you that is no longer accurate, complete or up-to-date, please contact us (see the **Contacting Us** section for more information).

If you request access to your personal information, or if you request that we correct your personal information, we will allow access or make the correction unless we consider that there is a sound reason to withhold the information, or not make the correction.

Under the Act, we may refuse to grant access to personal information if:

- We believe that granting access would pose a serious threat to the life, health or safety of any individual, or to public health or public safety.
- Granting access would have an unreasonable impact upon the privacy of other individuals.
- Denial of access is required or authorised by law or by a Court or Tribunal order.
- Giving access would be unlawful.
- The request for access is frivolous or vexatious.
- Legal proceedings are underway or anticipated and the information would not be accessible by way of the discovery process in those proceedings.
- Giving access would reveal our intentions in relation to negotiations between us and you in such a way as to prejudice those negotiations.
- Giving access is likely to prejudice enforcement related activities conducted by, or on behalf of, an enforcement body.
- Giving access is likely to prejudice action being taken or to be taken with respect to suspected unlawful activity or serious misconduct relating to our functions or activities.
- Giving access would reveal information in connection with a commercially sensitive decision-making process.

If we do not agree to make a correction to your personal information, you may provide a statement about the requested corrections, and we will ensure that the statement is apparent to any users of the relevant personal information.

If we do not agree to provide access to your personal information or to correct your personal information, we will provide written reasons for the refusal and the mechanisms available to complain about the refusal (see the **Complaints** section for more information).

Contacting us

You may contact us by website, mail, email or telephone as follows:



<https://www.skanharvest.com/>



Unit 24, Level 1
199 Balcatta Road
Balcatta Junction Balcatta WA 6021

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PO Box 650 Balcatta WA 6914



ryan@skanfarming.com



0439 405 248

Review

This policy is to be reviewed as follows:

- Annually as a minimum.
- Following an information security incident.
- Following significant changes to our systems.
- Following changes to the relevant State and Commonwealth legislation

Reviews are to examine the appropriateness of the policy taking into consideration corporate, system and compliance requirement changes since the last review was undertaken.

The most up-to-date version of SKAN's Privacy Policy will be available on our website:
<https://www.skanharvest.com/>