



PRIVACY POLICY

Nolan Meats is bound by the Australian Privacy Principles (APP) of the Privacy Act 1988 and our procedures regarding personal information are designed to ensure that our customers, suppliers and contractors rights under the APP's are protected.

We:

1. Realize the importance of protecting the privacy of personal information collected from customers, suppliers, sub-contractors employees, job applicants and other parties for the primary purpose of establishing and maintaining records in order to conduct business with them currently and in the future.
2. Advise that we may collect information that includes your name, postal address, email address, date of birth, trading history, trade references, tax file number, bank account number, financial details, employment history, reference checks, emergency contact number information and personal information deemed sensitive under the Privacy Act such as health information any other information that is considered necessary for business purposes.
3. Will, if it is reasonable or practical to do so, collect your personal information directly from you. This may happen when you fill out an application for credit or an administrative form or when you give us personal information over the telephone, complete a form on our website or during a person to person conversation. Sometimes it may be necessary to collect your personal information from a third party.
4. May collect your personal information from third parties, for example, we may need to collect personal information from a credit reporting agency, your representative (such as a legal adviser), your financial adviser or your accountant. This information is only used for the purpose of conducting business which includes, but is not limited to, recruitment and other HR functions, registered training organization and licensing functions.. Nolan Meats does not intend to disclose any personal information to overseas recipients.
5. May need to use and disclose your personal information depending on your dealing with us. We will not use or disclose personal information that we collect for any purpose other than the primary purpose for which it was collected unless:
 - 5.1. You consent to such use
 - 5.2. The other purpose is related to the purpose for which the information was originally collected, and you would reasonably expect us to use or disclose the information for the other purpose; or
 - 5.3. The use or disclosure is otherwise permitted under the Australian Privacy Principles.
6. Store information using various means, including in paper and electronic form. The security of your personal information is important to us and we take reasonable steps to protect it from misuse and unauthorized access, modification or disclosure.
7. Share information internally where relevant but consider unauthorized disclosure a serious and dismissible offence. Our Team Members have an obligation to maintain the confidentiality of all people and company information.
8. Will correct, if requested to do so, any personal information that Nolan Meats has collected about you if you believe that it is inaccurate, not up-to-date, incomplete, irrelevant or misleading. To do so, please contact our Privacy Officer, with the details of your complaint in writing, and we will take reasonable steps to correct it. Nolan Meats will endeavor to reply to you within 30 days of receipt of



your written complaint and, where appropriate, will advise you of the general reasons for the outcome of the complaint. If your complaint relates to an act or practice that is not an interference of the privacy of the person making the complaint the Privacy Officer may decline to investigate that complaint. If you are not satisfied with the outcome of your complaint, you can refer your complaint to the Office of the Australian Information Commissioner.

We may find it necessary to change this Privacy Policy in the future to reflect changes in law or changes in our commercial activities. A copy of this Privacy Policy is available from our Privacy Officer and is available on our website.

Contact Details

Privacy Officer
Nolan Meats Pty Ltd
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GYMPIE QLD 4570
Telephone 07 5489 6888
07 5482 1972
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