



## **- PRIVACY POLICY -**

The JBS Australia Group\* ("the Group" or "JBS Australia") is required by law to comply with the provisions of the Privacy Act 1988 (Cth) and the Australian Privacy Principles. The Group is committed to maintaining the privacy of all suppliers, customers, contractors, employees, job applicants and other parties.

This commitment is achieved by:-

1. Only collecting personal information with a person's prior knowledge and consent;
2. Only using personal information for the business purposes for which it was collected;
3. Not disclosing personal information to a third party, except when it is required to facilitate a requested service or as required by law;
4. The implementation of security technology, rules, measures and policies to protect the personal information under its control against: unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss; and
5. Removing personal information from the Group's systems where it is no longer needed (except where archiving is required).

Approved by the board: 3 December 2019

\*Being Baybrick Pty Ltd and its subsidiaries excluding listed entities.



# Privacy

## Compliance with Privacy Act

The Group is committed to complying with the Privacy Act and the Australian Privacy Principles in the conduct of all Group business.

Essentially this means the Group will only collect, use and disclose personal information for our business purposes, which are listed in the privacy policies, or as otherwise required or authorised by law.

Full length versions of the Privacy Statement and associated privacy policies are available from [www.jbssa.com.au](http://www.jbssa.com.au). If you have access to personal information in performing your role, you must ensure you have read and understood these policies. If you have any questions or concerns, please raise these with your line manager or HR Department. If you have identified a possible breach of privacy by JBS Australia, please notify the Group by following the complaints process.

## Personal Information

Personal information about employees and other parties is held by JBS Australia.

This personal information may include name, date of birth, address, employment history, reference checks, psychological test results, biometrics, bank account details, tax file number, emergency contact number information, surveillance footage and personal information deemed sensitive such as health information.

## Employee Records Exemption

Acts and practices of JBS Australia as an employer in relation to employee records are exempt from the provisions of the Privacy Act.

This means, amongst other things, that the right of employees to request access to employee records is governed by the relevant workplace or health records legislation and not the Privacy Act. Requests can be made in writing to your HR Department. An individual can only request access to the personal information that concerns them.

Access to personal information may be denied in certain situations, such as where providing access would prejudice a criminal investigation. In most cases where access is denied, written reasons for the refusal will be provided.

The Group reserves its right to charge a reasonable fee for costs incurred in providing access to personal information.

## Collection of Personal Information

The Group will only collect personal information when it is considered necessary for business purposes.

Where reasonable and practicable, personal information will be collected directly from the person concerned. In some situations personal information will be collected indirectly from other sources such as referees, medical practitioners, educational institutions or third parties in legal proceedings. Where reasonable and required, the Group will obtain prior consent to indirect collection of personal information, especially if it has been deemed sensitive.



## Use of Personal Information

Personal information is used only for the purpose of conducting business which includes, but is not limited to, recruitment and other HR functions, registered training organisation, licencing and self-insurance functions.

When personal information is no longer needed by the Group for a permissible disclosure it will be destroyed or permanently de-identified, except where archiving is required.

## Disclosure of Personal Information

The Group will only disclose personal information to other parties where it is necessary for business purposes or as required by law. For example, the Group may be required to disclose some personal information to superannuation or insurance bodies, Centrelink, Child Support Agency, Australian Tax Office, Health Insurance Commission, Unions, Australian Quarantine and Inspection Services, Federal and State Government Departments, external legal and accounting service providers, expert witnesses and private investigators.

For example the Group will not disclose personal information to financial institutions or real estate agents without the prior consent of an employee.

If you know the Group will be contacted for confirmation of employment and or wages, please contact your HR Department in advance to fill in a Privacy Disclosure Form.

To the extent possible the Group will safeguard personal information from unauthorised access or disclosure through data security and information management systems.

Please note that the Group contracts out some business functions however measures have been taken to ensure privacy is protected in these situations.

## Correction of Personal Information

Employees are responsible for ensuring their personal information, such as surname, telephone number and address are current at all times. Please contact your HR Department to update your personal information.

## Complaints

For further information about the Group's privacy policies, or to make a complaint about a possible breach of privacy by the Group, please contact the Complaints Officer.

If you feel your privacy has been breached you can contact the HR Manager or Site Manager to resolve the matter.

If the matter cannot be resolved with the assistance of the Complaints Officer - further assistance can be obtained from the Office of the Australian Information Commissioner on 1300 363 992 or the relevant workplace or health records regulator.