



PRIVACY POLICY

Purpose and Scope

Directors and employees of BPS are requested to provide confidential personal information to the company from time to time. Commercial in confidence information is also provided by BPS members and other stakeholders to BPS directors and employees from time to time. The purpose of this policy is to detail guidelines to maintain the confidentiality of such information.

Policy

Staff Personnel Files

BPS maintains a personnel file for each employee. These files contain information pertaining to the employment of the employee as well as personal information such as health records, bank account & superannuation account details. Other records associated with the administration of payroll and other employment matters may also be included in these files.

The contents of Staff Personnel files remain the property of BPS at all times. These files are treated as being strictly confidential and access to such files is limited to authorised personnel only.

A staff member may ask to inspect the time and wages aspects of their personnel file by contacting Management. Provided reasonable notice is given, the staff member may review or copy their file in the presence of an authorised person. Removal of the file or any contents of the file is forbidden at any time either during a staff member's employment or upon their termination.

BPS is committed to ensuring that National Privacy Principles are adhered to. The collection of an employee's personal information shall be done in a lawful and controlled manner, and BPS shall not collect sensitive information unless required by law and/or by consent. The organisation shall not use nor disclose personal information for any reason other than the primary purpose of collection which is to maintain an accurate personnel information file. All reasonable steps shall be taken to ensure protection of personal information and identifiers from misuse.

Director's Files

Upon acceptance of the position of director with the company, certain personal information is requested by the Company Secretary to satisfy the requirements of ASIC and to comply with certain government legislation. Also, personal banking, superannuation and contact details are held for payroll purposes. These personal records are to be stored in the Company Register and locked away in the company safe. It is the Company Secretary's duty to ensure this is done.

Commercial in Confidence

It is the nature of the business of BPS that certain information is provided by members regarding their farming enterprises and this information is then stored by BPS for future reference. All such information must be treated as 'Commercial in Confidence' and not disclosed to third parties, unless the member provides written instruction to release such information to a third party. This also applies to confidential information that may be provided by stakeholders of the organisation from time to time. It is the responsibility of management to ensure that all staff members are fully aware of their obligations regarding 'Commercial in Confidence' information.

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Disclosure of Personal Information

BPS is committed to protecting the privacy of current and former employees. Personal information shall only be provided to an employee or former employee of BPS at the discretion of management. Such requests by employees or former employees for personal information, must be made in writing to the Manager.

The organisation may, however, release information about current and former employees if the request is accompanied by a subpoena or if release of such information is required by law.

Personal Information Changes

The accuracy of director and personnel records is essential so that BPS complies with industrial and other privacy legislation. It is the director's/employee's responsibility to notify management of any changes to personal details. It is management's responsibility to maintain an accurate record of director's/employee's personal information.

Wilmar Data Licence Agreement

Wilmar Sugar Pty Ltd (Wilmar) has in its possession and is the owner of the copyright in certain information and data including but not limited to district wide cane block map layers, district wide productivity data, harvesting information, mill mud delivery data, and rakes data for productivity reports. This data is valuable commercial information of Wilmar. Through a legally binding Data Licence Agreement, Wilmar has allowed BPS to access certain parts of this data for reporting purposes. BPS employees and directors must treat this data as private and confidential and must take all reasonable steps to keep the data private and confidential, and they must comply with all requirements under the data licence agreement.

Approved by the board of Burdekin Productivity Services Ltd. on 10th October, 2017.

Signed: CJ Hesp (Board Chairman)

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