

## **PRIVACY POLICY**

This Privacy Policy applies to all personal information collected by Tasmanian Botanics Pty Limited ("Tas Botanics"). All references to 'we', 'us' and 'our' in this Privacy Policy refer to Tas Botanics.

This Privacy Policy explains how we collect, hold and use personal information.

### **SUMMARY**

We value the privacy of your personal and sensitive information.

Personal information is generally considered information or an opinion relating to an individual, which can be used to identify that individual (including name, address, telephone number and email address).

Sensitive information is a subset of personal information that is generally afforded a higher level of privacy protection. Examples include information about an individual's racial or ethnic origin; health or medical information; membership of a political association, professional or trade union; criminal record; or genetic information.

We are committed to protecting the information we collect, hold and use by complying with our obligations under the *Personal Information Protection Act 2004* and the Australian Privacy Principles (Principles) contained in the *Privacy Act 1988* ("Privacy Act").

### **WHY WE COLLECT PERSONAL INFORMATION**

We will not collect your personal information unless collection of such information is reasonably necessary to enable us to carry on our business.

### **WHAT PERSONAL INFORMATION IS COLLECTED**

We hold electronic and paper records containing personal information which can broadly be divided into two classes:

- personal information relating to employees; and
- personal information relating to our business.

This personal information includes identity and contact information such as name, postal or email address, telephone numbers, social media handles and date of birth, as well as financial details in certain circumstances.

We may also collect sensitive information where it is necessary to do so.

### **HOW WE COLLECT AND STORE PERSONAL INFORMATION**

#### **Collection**

We collect personal information directly from you including in person, by telephone, mail, email and online.

We note that sensitive information is only collected where you consent or where the

collection of the information is required or authorised by law.

## **Storage**

We have processes in place to ensure the security of your personal information. We may store your personal information in paper or electronic form, or in the cloud.

Only certain employees have access to personal information held by us, in order to protect the information from misuse, modification and unauthorised access.

If we no longer require any information for any purpose for which the information may be used or disclosed, we will take reasonable steps to destroy the information.

## **USE AND DISCLOSURE OF PERSONAL INFORMATION**

We use information in the furtherance of and in connection with the performance of our business.

We may use or disclose personal information for the purpose for which it was collected and for other purposes permitted by the Privacy Act, including where:

- you have consented;
- you would reasonably expect us to use or disclose the information for that other purpose, in circumstances where it is related to the purpose for which it was collected; or
- use or disclosure is authorised by law or a court/tribunal order.

We will not disclose or use sensitive information for purposes other than which it was collected unless you explicitly consent to the use or disclosure or where you would reasonably expect us to use or disclose the information for that other purpose, in circumstances where it is directly related to the purpose for which it was collected.

When personal information is disclosed to third parties, appropriate care is taken to ensure the information is protected from misuse.

If we do disclose your personal information to a third party which is located overseas, we will take reasonable steps to ensure that the overseas recipient handles your personal information in accordance with the standards required under the Privacy Act.

## **ACCESSING YOUR PERSONAL INFORMATION WE HOLD**

You can access your own personal information by contacting our Privacy Officer (details below). We will respond within a reasonable period after the request is made. We may charge a reasonable fee for dealing with your request.

If you believe there are errors in the personal information that we hold about you, you can ask us to correct that information. We will consider any request by you to change or correct personal information and advise of any action taken.

In certain circumstances we may refuse or deny you access to information in part or in full. These circumstances include where:

- We believe that giving access may pose a serious threat to the life, health or safety

of any individual, or to public health or public safety;

- We believe that giving access may have an unreasonable impact on the privacy of other persons;
- We believe that giving access may prejudice us in legal proceedings or negotiations;
- We believe that giving access may reveal information connected with a commercially sensitive decision making process;
- Giving access would be contrary to law;
- The request for access is frivolous or vexatious;
- We believe that giving access may have a detrimental effect on us and/or our business.

## **COMPLAINTS**

If you are concerned about a possible interference with your privacy or a breach of this Privacy Policy, please contact our Privacy Officer (details below). All complaints must be made in writing.

All complaints will be addressed confidentially and within a reasonable time from receipt by our Privacy Officer.

## **CONTACT US**

If you require any further information regarding this Privacy Policy or how we collect, hold and use your personal information, please contact our Privacy Officer at:

Privacy Officer  
Tasmanian Botanics Pty Limited

[tony.roberts@tasmanianbotanics.com.au](mailto:tony.roberts@tasmanianbotanics.com.au)