



## PRIVACY STATEMENT AND POLICY

**The Melrina Group of Companies** (“Melrina”) is committed to providing quality products and services to you and this policy outlines our ongoing obligations to you in respect of how we manage the privacy of your Personal Information.

The business entities involved in the Melrina Group of Companies are listed in Schedule A attached to this policy document.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

In accordance with the APP’s, we will collect personal information in relation to suppliers, customers, contractors, and employees with whom we may have business dealings.

For further details, a copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at [www.aaic.gov.au](http://www.aaic.gov.au)

### **What is Personal Information and why do we collect it?**

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include names, addresses, email addresses, phone, and facsimile numbers.

This Personal Information is obtained in many ways including

- by correspondence,
- by telephone and facsimile,
- by email,
- via our website,
- via contact on social media
- from your website,
- from media and publications,
- from other publicly available sources,



- from cookies on our websites

and from third parties. We do not guarantee privacy from website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our products and services to you; providing information to you; for employment, or for marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

## **Sensitive Information**

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

## **Third Parties**

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

## **Disclosure of Personal Information**

Your Personal Information may be disclosed in a number of circumstances including the following:



Third parties where you consent to the use or disclosure; and

- Where required or authorised by law.

## Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification, or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files or employee files which will be kept by us for a minimum of 7 years.

## Information About Our employees

We keep information about current employees and former employees. Employee records in the course of an employment relationship may be exempt from the Australian Privacy Principles and where this applies will not be subject to this policy. We also keep personal information about persons who apply to us for employment. We do not use this information for any purposes other than assessing suitability as an employee or for employment related purposes.

## Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

**The Melrina Group of Companies** will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

## Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete, and up to date. If



you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

## **Policy Updates**

This Policy may change from time to time and is available on our various websites.

## **Privacy Policy Complaints and Enquiries**

If you have any queries or complaints about our Privacy Policy, please contact us at:

**The Privacy Officer  
Melrina Pty Ltd  
PO Box 694  
Chester Hill NSW 2162**

**Phone: (02) 9795 2400**



## Schedule A

### Business Entities Comprising the Melrina Group of Companies

Melrina Pty Ltd	- ABN 87 002 509 935
Dick Stone Pty Ltd	- ABN 48 000 132 329
Melrina Wholesale Meats Pty Ltd (Melrina Sydney)	- ABN 70 604 782 541
Melrina Melbourne Pty td	- ABN 31 604 809 538
Melrina Adelaide Pty Ltd	- ABN 70 604 782 541
Melrina Brisbane Pty Ltd	- ABN 80 128 548 809
Nano Bubble Technologies Pty Ltd	- ABN 14 604 632 439
Auswide Meats Wholesalers (T/as Morningside Meat Market)	- ABN 76 751 225 373