

Tasmanian Irrigation Pty Ltd Privacy Policy

The fundamental objective of the Privacy Policy is to ensure Tasmanian Irrigation Pty Limited (TI) complies with its obligations under the Personal Information Protection Act 2004 (Tas), Privacy Act 1988 (Cth) and the Right to Information Act 2009 (Tas).

This policy outlines the type of information collected by TI, why and how it is managed and applies to all TI employees, consultants and contractors.

1. Personal information that may be collected

TI's principal objectives are to develop, own and operate irrigation schemes in Tasmania, and to operate its businesses and activities effectively and efficiently and in accordance with sound commercial practice and in performing these objectives personal information is collected by TI.

TI will not collect personal information about an individual except in accordance with legislative requirements and business needs.

Personal information may be collected:

- directly from an individual;
- through access by an individual of the TI website;
- via standard administrative processes;
- by surveillance camera systems located at TI sites

The types of personal information TI may collect includes, but is not limited to:

- Names, address and contact details of our irrigator partners;
- Names, job titles, contact and address details of individuals including our employees, contractors, and key stakeholders;
- Date of birth, tax file number, bank account, superannuation and other relevant employment information such as license details;
- Medical details;
- Educational and trade qualifications.

2. Purpose of collecting personal information

TI will only use information for the purposes it was collected, including:

- To respond directly to requests, queries or complaints from irrigator partners;
- To maintain contact with customers, suppliers and key stakeholders;
- To provide information about TI to interested parties that have given their consent to receive it (for example newsletters etc.);
- For purposes relating to the employment;
- To meet any legal and regulatory obligations or other business requirements; and
- For any secondary purpose where you would reasonably expect us to do so.

TI does not sell any data containing personal information.

3. Holding and security of personal information

TI holds personal information in hard copy and electronic formats and will ensure information is kept up to date and accurate.

TI employs security to protect the information we hold by both physical and technological measures (building security, document safes, passwords, firewalls etc).

TI employees will keep personal information confidential and ensure that any personal information collected is stored in a way that will protect it from misuse, interference, loss, unauthorised access, modification or disclosure.

TI will not use unique identifiers unless it is necessary for the carrying out of TI functions efficiently, or is required by law.

4. Access to, and correction of, information collected

Upon written request, individuals may access their personal information held by TI to ensure this information is accurate. Any such request must be received in writing and must include an address to which a response can be made as well as proof of identity. If personal information held by TI is incorrect, incomplete, out-of-date or misleading, then the individual can request that the information be amended. Requests should be made to Company Secretary, Tasmanian Irrigation, PO Box 84, Evandale Tasmania 7172.

5. Complaints

Complaints or any other expressions of dissatisfaction with TI's procedures, staff, agents or quality of service associated with the collection or handling of personal information should be made in writing and must include detailed reasons.

TI will be efficient and fair when investigating and responding to complaints.

6. Anonymity

Where lawful and feasible, individuals shall have the option of transacting with TI without identifying themselves and TI shall support this principle where possible and practical.

Whistleblowing Statement

If an individual is concerned about consequences associated with reporting a serious breach of this Policy, that individual should refer to the Public Interest Disclosures ("Whistleblowers") Policy and Procedures available on TI's website.

Compliance statement

Incidents of wilful non-compliance with this policy will be regarded as an act of serious misconduct and will be dealt with in accordance with TI's Employee Discipline Policy and Procedures.

Should staff need assistance regarding the use and disclosure of personal information then they should contact the Manager Legal & Compliance.

Relevant Legislation

Archives Act 1983 (Cth)

Privacy Act 1988 (Cth)

Public Interest Disclosures Act (Tas) 2002

Personal Information Protection Act 2004 (Tas)

Right to Information Act 2009 (Tas)

Review

This policy will be reviewed from time to time and updated on as needed basis.

Policy Approved

Date: 11 October 2017

Chair of the Board:

APPROVED