



PO Box 466, Willaston, SA 5118.

Privacy Policy

Version 1.0 March 2014

Introduction

From 12 March 2014, the Australian Privacy Principles (“**APPs**”) replace the National Privacy Principles and Information Privacy Principles that apply to organisations, and Australian Government agencies.

The 13 APPs form Schedule 1 of the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*, which amends the *Privacy Act 1988*.

Under the terms of its Commonwealth Agreement, Pork CRC Ltd (“**Pork CRC**”) is required to comply with Privacy legislation.

This policy is based on the new APPs and details Pork CRC’s policy or procedure response to each requirement. This policy also applies to Australasian Pork Research Institute Ltd and PIGIP Pty Ltd, being entities related to Pork CRC and references to Pork CRC include references to its related entities.

You should only provide personal information to Pork CRC if you consent to the terms of this privacy policy, and by providing personal information to Pork CRC you consent to its collection, storage, use and disclosure in accordance with this policy.

You should note that APP 8.1 [related to cross border disclosure of personal information] will not apply to personal information collected by Pork CRC.

Part 1—Consideration of personal information privacy

Australian Privacy Principle 1—open and transparent management of personal information

Pork CRC is committed to managing personal information in an open and transparent way.

This policy details how Pork CRC will manage personal information in compliance with the APPs.

You may complain about a breach of the APPs by Pork CRC by writing to the Chief Executive Officer (“**CEO**”) at the address shown on page 1 of this policy.

Pork CRC will consider the complaint and respond in writing within 30 days, detailing any corrective action (if any) that the Pork CRC will take in respect of the complaint.

Pork CRC collects and holds the following types of information that is subject to the APPs:

- Personal information of employees, directors, consultants and contractors
- Personal information of applicants for R&D project funding
- Personal information of Pork CRC participants and their employees and sub contractors
- Personal information of pork industry personnel and any other people with an interest in the activities of Pork CRC
- Personal information of potential and actual service providers to Pork CRC
- Personal information of other stakeholders such as the Commonwealth Government and its employees and contractors

Pork CRC collects personal information in verbal, electronic, photographic and hard copy format by the following methods:

- from the Pork CRC website, or other social media such as facebook or twitter
- from the Pork CRC project management system FutureAct
- from surveys conducted by the Pork CRC
- from R&D project applications
- from reports received in accordance with Pork CRC Research contracts
- from meetings, training courses, roadshows, workshops, seminars, webinars and events conducted and/or attended by Pork CRC
- from Pork CRC participants and other pork industry organisations and individuals
- from forms issued by Pork CRC in connection with Pork CRC policies, including staff, directors and consultants
- from emails received by Pork CRC, whether solicited or not
- from phone calls received by Pork CRC, whether solicited or not
- from correspondence received by Pork CRC, whether solicited or not
- from industry publications

Pork CRC holds personal information by the following methods:

- in hard copy files and records, including business cards
- in the Pork CRC's project management system, FutureAct
- on the University of Adelaide computer network
- on the Pork CRC's cloud based email system
- on the Pork CRC's web server
- on electronic storage media, including hard drives and USB memory sticks

Pork CRC will make its privacy policy available on Pork CRC's website. A copy may also be requested free of charge by writing to the Chief Executive Officer at the address shown on page 1 of this policy.

If **you** request a copy of the privacy policy of Pork CRC in a particular form, Pork CRC will take such steps as are reasonable in the circumstances to give **you** a copy in that form.

Australian Privacy Principle 2—anonymity and pseudonymity

Whilst Pork CRC recognises **your** right to deal with the Pork CRC anonymously and will provide this option where appropriate, in general the nature of Pork CRC's activities will require **you** to identify **yourself** when dealing with the Pork CRC.

Part 2—Collection of personal information

Australian Privacy Principle 3—collection of solicited personal information

Personal information other than sensitive information

Pork CRC will only collect personal information (other than sensitive information) if the collection is reasonably necessary for one or more of Pork CRC's functions or activities.

Sensitive information

Pork CRC will only collect sensitive information about **you** by lawful and fair means and if:

- (a) **you** consent to the collection of the information; and
- (b) the information is reasonably necessary for one or more of Pork CRC's functions or activities;
or
- (c) both of the following apply:
 - (i) the information relates to the activities of the organisation; and
 - (ii) the information relates solely to the members of Pork CRC, or to individuals who have regular contact with Pork CRC in connection with its activities.

Where it is reasonable and practical to do so, Pork CRC will collect personal information about **you** only from **you**. However, Pork CRC may collect personal information from other sources where necessary to perform Pork CRC's functions and activities, including situations such as R&D grant applications, management of R&D projects and dissemination and commercialisation of the results of R&D.

Australian Privacy Principle 4—dealing with unsolicited personal information

If Pork CRC receives unsolicited personal information, the person receiving the information will, within 14 days of receipt, determine whether the Pork CRC could have solicited that information.

If the Pork CRC could not have collected the personal information under APP 3, then the personal information will be destroyed or de-identified, provided it is lawful and reasonable to do so (determined by Pork CRC CEO). Otherwise the personal information will be treated as solicited information in accordance with APP3 and the remainder of this policy.

Australian Privacy Principle 5—notification of the collection of personal information

At or before the time or, if that is not practicable, as soon as practicable after, Pork CRC collects personal information about **you**, Pork CRC will use reasonable steps to provide a copy of this policy to **you** and, where the personal information was not provided by **you**, the circumstances of the collection of that personal information.

Part 3—Dealing with personal information

Australian Privacy Principle 6—use or disclosure of personal information

Use or disclosure

Pork CRC collects, holds, uses and discloses personal information for the following purposes:

- consideration, investment in, monitoring and administration of investments in R&D projects
- dissemination and commercialisation of the results of R&D projects
- reporting on Pork CRC activities to participants, the Commonwealth Government, and the general public
- promotion of Pork CRC activities
- arranging meetings, training courses, roadshows, workshops, seminars, webinars and events conducted and/or attended by Pork CRC staff, directors or consultants, including travel arrangements
- Pork CRC administration
- Pork CRC compliance with laws and regulations
- Training of scientists and other pork industry personnel
- Administration of related entities

Pork CRC may disclose personal information that is contained on its website to overseas countries that have internet access.

Details of Pork CRC’s research, activities and functions (which may include **your** personal information) may also be disclosed to overseas participants, collaborators and service providers.

Australian Privacy Principle 7—direct marketing

Direct marketing

Pork CRC will use personal information for direct marketing purposes only if:

- Pork CRC collected the information from **you**; or
- **You** have consented to the use of **your** personal information for direct marketing purposes or such consent is impracticable to obtain; and
- **You** would reasonably expect that the Pork CRC would use or disclose the information for that purpose; and
- **You** have not opted out of receiving direct marketing communications from the Pork CRC

Pork CRC will provide a simple and easy to use method of opting out of direct marketing communications, whenever personal information is used for this purpose.

Australian Privacy Principle 8—cross-border disclosure of personal information

APP 8.1 states:

“8.1 Before Pork CRC discloses personal information about an individual to a person (the overseas recipient):

- (a) who is not in Australia or an external Territory; and
- (b) who is not Pork CRC or the individual;

Pork CRC must take such steps as are reasonable in the circumstances to ensure that the overseas recipient does not breach the Australian Privacy Principles (other than Australian Privacy Principle 1) in relation to the information.”

Pork CRC will rely on the exemption contained in APP 8.2(b) in relation to cross border disclosure of information, and by providing personal information to Pork CRC **you** expressly consent to APP 8.1 not applying to such disclosure.

Australian Privacy Principle 9—adoption, use or disclosure of government related identifiers

Pork CRC will not adopt, use or disclose government related identifiers.

Part 4—Integrity of personal information

Australian Privacy Principle 10—quality of personal information

Pork CRC will take such steps (if any) as are reasonable in the circumstances, as determined by Pork CRC's CEO, to ensure that the personal information that Pork CRC collects is accurate, up to date and complete.

Pork CRC will take such steps (if any) as are reasonable in the circumstances, as determined by Pork CRC's CEO, to ensure that the personal information that Pork CRC uses or discloses is, having regard to the purpose of the use or disclosure, accurate, up to date, complete and relevant.

Australian Privacy Principle 11—security of personal information

Pork CRC will take such steps as are reasonable in the circumstances, as determined by Pork CRC's CEO, to protect personal information:

- (a) from misuse, interference and loss; and
- (b) from unauthorised access, modification or disclosure.

Pork CRC will take such steps as are reasonable in the circumstances to destroy personal information or to ensure that personal information is de-identified once Pork CRC no longer needs the information for any purpose for which the information may legally be used or disclosed.

Part 5—Access to, and correction of, personal information

You may access and seek corrections about **your** personal information held by the Pork CRC by writing to the CEO at the address shown on page 1 of this policy.

Australian Privacy Principle 12—access to personal information

Access

Except as provided in APP 12.3, Pork CRC will, on written request by **you** if **you** are the subject of personal information held by Pork CRC, give **you** access to that personal information within 14 days of the request. The Pork CRC will endeavour to provide the information in the form requested by **you** as far as it is reasonable and practicable to do so, or such other form that meets the needs of Pork CRC and **you** as determined by the Pork CRC CEO.

Pork CRC may charge a fee to cover the costs of retrieving and providing the information to **you** where the cost to Pork CRC of complying with a request for information exceeds \$50.

Refusal to give access

If the Pork CRC refuses to give **you** access to the personal information because of APP 12.3, or to give access in the manner requested by **you**, Pork CRC will give **you** a written notice that sets out:

- (a) the reasons for the refusal except to the extent that, having regard to the grounds for the refusal, it would be unreasonable to do so; and
- (b) the mechanisms available to complain about the refusal; and
- (c) any other matter prescribed by the regulations.

If the Pork CRC refuses to give access to the personal information because of APP 12.3(j), the reasons for the refusal may include an explanation for the commercially sensitive decision.

Australian Privacy Principle 13—correction of personal information

Correction

If:

- (a) Pork CRC holds personal information about **you**; and
- (b) either:
 - (i) Pork CRC is satisfied that, having regard to a purpose for which the information is held, the information is inaccurate, out of date, incomplete, irrelevant or misleading; or
 - (ii) **you** request Pork CRC to correct the information;

Pork CRC will take such steps (if any) as are reasonable in the circumstances, as determined by Pork CRC's CEO, and without charge to **you** to correct that information to ensure that, having regard to the purpose for which it is held, the information is accurate, up to date, complete, relevant and not misleading within 30 days of the Pork CRC becoming aware of the information being inaccurate, out of date, incomplete, irrelevant or misleading.

Notification of correction to third parties

If:

- (a) the Pork CRC corrects personal information about **you** that Pork CRC previously disclosed to another entity; and
- (b) **you** request Pork CRC to notify the other entity of the correction;

Pork CRC will take such steps (if any) as are reasonable in the circumstances, as determined by the Pork CRC CEO, to give that notification unless it is impracticable or unlawful to do so.

Refusal to correct information

If the Pork CRC refuses to correct the personal information as requested by **you**, Pork CRC will give you a written notice that sets out:

- (a) the reasons for the refusal except to the extent that it would be unreasonable to do so; and
- (b) the mechanisms available to complain about the refusal; and
- (c) any other matter prescribed by the regulations.

Request to associate a statement

If:

- (a) the Pork CRC refuses to correct the personal information as requested by **you**; and
- (b) **you** request Pork CRC to associate with the information a statement that the information is inaccurate, out of date, incomplete, irrelevant or misleading;

Pork CRC will take such steps as are reasonable in the circumstances, as determined by the Pork CRC CEO, to associate the statement in such a way that will make the statement apparent to users of the information within 30 days of the request from **you** and without charge to **you**.

END