

Meat Standards Australia™

Standards Manual

Section 14: Privacy Policy



Meat Standards Australia
PO Box 2363
Fortitude Valley, QLD, 4006.
Level 2, 527 Gregory Terrace
Fortitude Valley QLD 4006

Meat & Livestock Australia Limited
ABN 39 081 678 364
Locked Bag 991
North Sydney NSW 2059

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Prepared by:	Prepared By: Meat Standards Australia
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1 Introduction

The Meat Standard Australia (MSA) Standards Manual is divided into a number of sections. Each section is a standalone document that is issued and amended independently of each other section.

Australian Meat Industry Language and Standards Committee (AMILSC) are custodians of the Meat Standards Australia (MSA) Standards (refer page 6).

This section outlines the Privacy policy for MLA.

All sections of the Meat Standard Australia (MSA) Standards Manual must be used collectively. Certain sections may not be applicable for a specific business, operation, facility or activity. It is the user's responsibility to determine and justify why a sections does not apply.

1.1 Instructions for control of this document

This Standards Manual, available online from MSA, is a controlled document.

Updates to this Standard will occur from time to time. All printed and/or saved copies are uncontrolled and may not be the latest version.

1.2 Owner confirmation

The owner or controller, as registered with the Authorised Authority, shall be informed of any updates relating to the information contained in this Standard. Attached to any updates regarding this Standard will be a form for notification of changes to the owner or controller of the Standard.

1.3 Amendments and updates

Amendments to this standard will be issued by way of a formal amendment notification where required.

1.4 Document control confirmation

CHANGE HISTORY

Date	Change Description	Author	Issue No:
3 rd May 2013	Initial Draft	Janine Lau	0.1
18 th July 2013	Second Draft	Janine Lau	0.2
03 rd September 2013	Third Draft	Alana McEwan Brown	0.3
27 th November 2013	Initial Release	Janine Lau	1.0

14 MLA Privacy Policy

14.1 General policy

This policy sets out how Meat & Livestock Australia Limited (MLA) collects personal information. It also describes how MLA maintains, uses and discloses personal information. MLA respects the privacy of individuals. Generally, MLA does not release personal information.

However in response to a legal requirement, in an emergency or in exceptional circumstances the Managing Director may at his or her discretion authorise the release of personal information. In all other circumstances this policy governs the collection, use and disclosure of personal information.

14.2 Collection of personal information

Where MLA collects personal information it is collected for MLA's business purposes, which are detailed generally on MLA's website, www.mla.com.au. Where MLA documents request personal information, MLA will state the general purposes for its use and to whom it may be disclosed.

14.3 Use of personal information

MLA may from time to time send marketing material that MLA considers will be useful. It may also send material about MLA. If MLA is notified that a person does not wish to receive such information, it will not send it to that person. This does not apply to information that we are legally required to send.

MLA uses the personal information that it collects to fulfil its legal obligations and to keep its members, levy payers and relevant members of the public informed of MLA's business and the products and services that it provides.

14.4 Disclosure of personal information

Generally, MLA must obtain consent before it discloses any personal information. Consent may be given expressly or it may be implied by conduct.

Depending on the product or service, personal information may be disclosed to: External service providers (on a confidential basis and such service providers will be limited in their use of the information to the purpose of MLA's business only). In particular, MLA's database of members is maintained on a server operated by a third party, under contractual obligations of confidence;

- a) specialist advisers to MLA who have been engaged to provide MLA with legal, administrative, financial, insurance, research, marketing or other services; and
- b) any other person authorised, implicitly or expressly, when the personal information is provided to or collected by MLA.

MLA may at other times publish its disclosure practices in relation to specific products or services that it provides in relation to its activities.

14.5 Security of personal information

MLA takes all reasonable steps to protect personal information from loss, unauthorised access, modification, disclosure or other misuse.

14.6 Sensitive personal information

MLA does not generally collect any sensitive information as that term is used in the privacy legislation (including information relating to racial or ethnic origin, membership of political bodies, religion or trade unions, sexual preferences or activities, criminal record, state of health or medical history). If MLA holds any sensitive personal information, that information will only be used and disclosed by MLA for the purpose for which it was provided. If MLA asks for sensitive information MLA will explain this.

14.7 Access to personal information

At any time a person may request access to personal information that MLA holds about them. MLA will process such requests within a reasonable time and may charge a fee to cover the costs of verifying the application and retrieving the information requested.

14.8 Correction of personal information

MLA should be promptly notified if there are any changes to an individual's personal information. A person may ask MLA at any time to correct personal information held by it about them.

14.9 Changes to this policy

MLA may amend this policy from time to time, and the policy will be published on MLA's website (www.mla.com.au)