

Doc ID:	<b>Privacy Policy</b>
Version:	V2
Revised:	July 2019
Effective:	

The purpose of this policy is to ensure that RLL is undertaking its responsibilities in accordance with the Privacy Act 1993 and its amendments.

## Overview

The Privacy Act controls how we collect, use, disclose, store and give access to 'personal information'. Personal information is information about identifiable, living people.

## The Privacy Principles

At the heart of the Privacy Act are twelve privacy principles. The privacy principles are summarised as:

- Only collect personal information if you really need it
- Get it straight from the people concerned where possible
- Tell them what you're going to do with it
- Collect it legally and fairly
- Take care of it once you've got it
- People can see their personal information if they want to
- They can correct it if it's wrong
- Make sure personal information is correct before you use it
- Get rid of it when you're done with it
- Use it for the purpose you got it
- Only disclose it if you have a good reason
- Only assign unique identifiers where permitted

## What this Means for Us

The sharing of one of our client's personal information is **prohibited** unless permission has been received in writing from our client that this information can be shared. This information includes their:

- Full name
- Address
- Phone number (including cell phone)
- Email addresses
- Dates of birth
- GST numbers
- NAIT numbers
- Bank Account Numbers
- This includes the sharing of information between livestock companies or transport companies.

No personal information regarding an RLL client or team member should be given out to any person over the telephone – a request should be emailed through for the information specifying why they are needing this information. If in doubt over the legitimacy of the request, it should be declined.