



## **Australian Banana Growers' Council (ABGC)**

### **Privacy Policy**

**16 June 2017**

**REVISED 8 March 2018**

The Australian Banana Growers' Council (ABGC) is committed to providing quality services to the banana industry and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the National Privacy Principles (NPPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). This governs the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

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

Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

We collect your Personal Information for the primary purpose of providing our services to you, including our communications' products. You may unsubscribe from our mailing list at any time by contacting us in writing.

#### **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 unauthorised access, modification or disclosure. All personal information is maintained and accessed by authorised staff only with password level secure access. Authorised staff access to personal information is regularly monitored and reviewed.



## **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. To ensure we continue to provide quality services to you we regularly review contact details.

## **Notifiable Data Breaches**

In the event that there is a data breach we will take all reasonable steps to contain the suspected or known breach where possible. We will take immediate steps to limit any further access or distribution where possible.

If we have reasonable grounds to suspect that the data breach is likely to result in serious harm to any individuals involved, then we will take all reasonable steps to ensure an assessment is completed within 30 days of the breach or sooner if possible. We will follow the guide published by the Office of the Australian Information Commissioner in making this assessment.

If we reasonably determine that the data breach is not likely to result in serious harm to any individuals involved or any remedial action we take is successful in making serious harm no longer likely, then no notification or statement will be made.

Where, following an assessment and undertaking remedial action (if any), we still have reasonable grounds to believe serious harm is likely, as soon as practicable, we will provide a statement to each of the individuals whose data was breached or who are at risk. The statement will contain details of the breach and recommendations of the steps each individual should take. We will also provide a copy of the statement to the Office of the Australian Information Commissioner.

We will then review the incident and take action to prevent future breaches.

## **Privacy Policy Complaints and Enquiries**

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

**Australian Banana Growers' Council Inc**  
**PO Box 309**  
**Brisbane Market Qld 4106**  
**info@abgc.org.au**  
**07 3278 4786**