

Privacy Policy Statement

Purpose

Food Safety Plus Pty Ltd (Food Safety Plus) ensures that our clients' rights to privacy under the Privacy Act 1998 (as amended by the Privacy Amendment Private Sector Act 2000) and the associated 10 National Privacy Principles are protected at all times in our business activities.

Food Safety Plus Services and Information Requirements

In the course of our business confidential records that may contain information about you, your organisation, your customers, and your employees may be collected and held. The personal information sighted or held by Food Safety Plus will vary depending on your relationship with Food Safety Plus. It may include your name; position; professional qualifications; business address; business telephone, mobile phone and fax numbers; home address, home telephone, fax and personal mobile phone numbers; e-mail address; memberships details of professional associations; and employment history. For those paying by credit card we may hold your credit card details. If you choose not to provide personal information we may not be able to provide you, or your organisation, with the services you require.

Collection of personal information

Food Safety Plus collects personal information in a number of ways including:

- + directly when information is provided in person or in documents such as in course enrolment forms;
- + consulting assignments;
- + auditing assignments;
- + from publicly available sources of information.

Use of personal information

Personal information may be used to:

- + provide products and services;
- + administer and manage those products and services including charging, billing, and collecting debts;
- + seek feedback from you on ways to improve Food Safety Plus services;
- + provide you with information on Food Safety Plus activities and services.

When you send us any feedback, suggestions, ideas or other materials in relation to our business, you agree that we can use, reproduce, publish, modify, adapt and transmit them to others and without restriction, subject to our obligations in our Privacy Statement.

Disclosure of personal information

Personal information may be disclosed to organisations outside Food Safety Plus. Such organisations may include:

- + government and regulatory authorities and other organisations, as required or authorised by law;
- + professional advisers including accountants, auditors and lawyers;
- + credit providers;
- + outsourced service providers managing Food Safety Plus services including, debt recovery, mailing, and photocopying;
- + RABQSA for the purposes of auditor certification.

Accuracy of personal information held by Food Safety Plus

Food Safety Plus takes all reasonable precautions to ensure that the personal information collected, used and disclosed is accurate, complete and up-to-date. Food Safety Plus encourages that you:

- + advise us if there are any errors in your personal information at any time including billing information;
- + keep us up to date with changes to your personal information.

Access to personal information

Except for reasons allowed by law, access is allowed to the person whose information is held subject to the payment of reasonable expenses incurred in extracting such information. Other than those purposes described above, information is not disclosed to 3rd parties without the written permission of the person whose information is held. Access to personal information can be arranged by contacting:

The Managing Director
Food Safety Plus Pty Ltd
PO Box 656
SOUTH PERTH WA 6951
Email : enquiries@foodsafetyplus.com.au