



foodsource

PRIVACY POLICY

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Enthous Media is committed to providing quality products and services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

1. What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Types of Personal Information we collect include: names, addresses, email addresses and occupations.

This Personal Information is obtained in many ways, including, but not limited to, from:

- the online contact form;
- the internet;
- referral by other business people;
- discovering products in stores, markets, etc.;
- flyers, magazines, etc.; and
- from third parties.

We do not guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our products and services to you, providing information to our suppliers and retailers, facilitating marketing between businesses within the industry and more specifically for the following purposes:

- To discover and communicate with retailers who can participate with free listings and free subscription to the HUB.
- To discover and communicate with suppliers who can participate with free listings on the HUB and other products.
- To discover and communicate with suppliers who may benefit from our Sales Kits and Broadcasts.
- To send people promotional offers who have participated with us in the past.
- To share information about current and past participants with other current participants for marketing and supply purposes.
- Administration or planning purposes.
- Presenting the business to the industry as per the listings.

We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure.

You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing or clicking unsubscribe in our emails which will unsubscribe you from the marketing list only.

When we collect Personal Information, we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

2. Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- for the primary purpose for which it was obtained;
- for a secondary purpose that is directly related to the primary purpose;
- with your consent; and
- where required or authorised by law.



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3. Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.

4. 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.

Your Personal Information may be disclosed outside Australia.

5. 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 that is collected is entered into our main database or loaded directly onto our websites.

All Personal Information is stored on servers located within Australia and outside Australia. Booking forms are printed and stored in Australia.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

6. Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

We will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information, we may require identification from you before releasing the requested information.

7. 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. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality products and services to you.

8. Policy Updates

This Policy may change from time to time and is available on our website.

9. Privacy Policy Complaints and Enquiries

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

Enthous Media
Vicki Yianni
Phone: 07 3299 5551
Email: info@food-source.com.au

We will make good faith efforts to rectify the issue and respond within a reasonable period after the complaint is made.