

Privacy Policy

This Privacy Policy, together with the Wilmar Sugar Australia Group (**Wilmar**) [Privacy Standard](#) (together **this Policy**), outlines the way in which Wilmar collects, holds, uses and discloses personal information. It also explains how to request access to and correction of personal information we hold, how to make a privacy complaint and how Wilmar will deal with such complaints.

In this Policy, 'Wilmar', 'we', 'us' and 'our' means the Wilmar Sugar Australia Group. Other relevant terms are defined at the end of this Policy.

By using our websites and services, or otherwise providing us with your information, you consent to us collecting, holding, using and disclosing your personal information as described in this Policy. While you can deal with us anonymously or using a pseudonym, if you do not provide the Personal Information that Wilmar has requested, Wilmar may not be able to provide you with our services or access to our website.

Privacy Statement

Wilmar recognises the need for privacy when it collects, stores, uses and (from time to time) discloses personal information about its employees, customers, suppliers and other individuals that it deals with in the normal course of its business.

Wilmar respects the privacy of individuals and recognises the need to handle information about people responsibly and confidentially in accordance with its obligations under the Relevant Legislation.

Consistent with this position, Wilmar aims to protect individual's privacy by implementing and promoting practices which ensure compliance with this policy and its obligations under the Relevant Legislation.

Specifically, it will:

- educate individuals about their rights to privacy;
- seek to ensure personal information is accurate and up to date;
- provide access for individuals to any personal information it holds about them as permitted by law;
- only use or disclose personal information for the purpose it was collected unless individual consent is obtained or it is otherwise permitted by the Relevant Legislation;
- apply a higher standard of privacy for more sensitive personal information; and
- ensure compliance with the Relevant Legislation, this Policy and other related documents

This Policy is in addition to and not in derogation from the Privacy Policy of Wilmar International Limited, the ultimate holding company of Wilmar Sugar Australia Group.

The [Privacy Standard](#) component of this Policy provides detail about how it is applied, to whom it relates, its application to what information, and the extent of its coverage.

Wilmar may amend or vary this Policy or any Related Documents from time to time in its absolute discretion by posting a revised version on its website. If you continue to access the website or use our services you will be deemed to have accepted the revised Policy or Related Documents.

Privacy Standard

Table of contents

1. Scope	3
2. Collection and handling of Personal Information.....	3
2.1 Cookies	3
2.2 Other websites	4
3. Use and disclosure of Personal Information.....	4
3.1 Disclosure overseas	4
4. Storage of Personal Information	5
5. Exceptions to use and disclosure in accordance with the Principles	5
6. Access, accuracy and complaints	5
7. Definitions.....	6
8. Contact point.....	6

1. Scope

This Privacy Standard forms part of the Policy and applies to:

- employees who are involved in the management of information;
- individuals and entities, including employees, job applicants, contractors, consultants, customers and suppliers of the Wilmar Sugar Australia Group (Wilmar) and visitors to its websites; and
- everyone in the Wilmar Sugar Australia Group and, as such, it is not limited to Australia or New Zealand.

The types of activities and information that this Standard regulates are those set out in the Relevant Legislation.

2. Collection and handling of Personal Information

Wilmar may collect, store, use and hold Personal Information about:

- its employees;
- its contractors;
- its consultants;
- its customers;
- its suppliers;
- job applicants;
- other people who may come into contact with Wilmar or one of Wilmar's businesses; and
- people who visit its websites.

Personal Information has the meaning given to it in the Relevant Legislation and includes information or an opinion, whether true or not, about an identified individual or an individual who is reasonably identifiable.

The information that we collect depends on the nature of your interactions with us. We generally collect personal information from you directly (when you provide your details to us), from you indirectly (for example, through our website) and from third parties in some instances (for example, to analyse traffic on our website and for marketing purposes).

The type of Personal Information Wilmar may collect includes a person's name, address, contact details, interest in areas of Wilmar's business, credit information, trading history and marketing information (including for the purposes of event registrations, competitions, donations and sponsorships).

Wilmar may also collect more specific information from employees, contractors, consultants, customers, suppliers and other persons who work in Wilmar's workplace such as their date of birth, bank account details, tax file number and taxation information such as HECS information, work history, emergency contact details, references, superannuation information and contract-specific information.

In some cases we may also collect Sensitive Information for effectively managing our working relationship with you including, for example, information about an employee's state of health and medical history to ensure that we meet our obligations as a good employer and comply with relevant health and safety legislation.

Sensitive Information that we collect and hold about you may be subject to additional protections and requirements under the Relevant Legislation and, where applicable, we will ensure that such information is handled in accordance with those legal requirements.

2.1 Cookies

Our websites use cookies. A cookie is a small text file placed on your computer or mobile device when you visit a website. Cookies collect information about users of the website and their visit, such as their internet protocol (IP) address, how they arrived at the website (for example, through a search engine or a link from another website) and how they navigate within the website. We use cookies to facilitate your internet sessions, offer you services according to your preferred settings, track visitor use of our websites and to compile statistics about website

activities.

You can set up your web browser to block cookies. You may also remove cookies stored from your computer or mobile device. However if you do block cookies, you may not be able to use certain features and functions of our websites.

2.2 Other websites

Our websites may contain links to other websites which are not maintained by Wilmar. This Policy applies only to the Australian and New Zealand websites of Wilmar, and not third party websites.

3. Use and disclosure of Personal Information

In general, Wilmar uses Personal Information for various business related purposes, including to provide products or services, for research purposes, for marketing purposes (including marketing products and for the purposes of event registrations, competitions, donations and sponsorships) and to enhance and maintain relationships and communicate with members of the public, employees, suppliers, contractors and industry stakeholders.

Wilmar may use or disclose your Personal Information for the Primary Purpose or for other purposes which you consented to or which Wilmar is otherwise required or permitted under the Relevant Legislation or otherwise by law. This may include for a secondary purpose as that is related or directly related to the Primary Purpose, and for which you would reasonably expect us to use or disclose your personal information.

Depending on the product or service concerned, Personal Information may be disclosed to:

- entities within Wilmar;
- industry stakeholders;
- service providers and specialist advisers to Wilmar who have been contracted to provide us with administrative or other services;
- insurers, credit providers, courts, tribunals and regulatory authorities as agreed or authorised by law;
- credit reporting or reference agencies or insurance investigators;
- any relevant authority that is entitled by law or otherwise authorised to receive it; or
- a person authorised by an individual.

Wilmar requires that organisations outside Wilmar who, as a result of their relationship with Wilmar, handle or obtain Personal Information comply with the Relevant Legislation.

3.1 Disclosure overseas

We may in some circumstances also disclose your Personal Information to the following overseas recipients:

- other members of the Wilmar international group;
- other companies or individuals who assist us in providing services or who perform functions on our behalf;
- anyone else to whom you authorise us (give us your consent) to disclose it; or
- anyone else where we are required or authorised by law to do so.

These overseas recipients may be located in Australia, New Zealand, Singapore or Malaysia.

If you give us your consent to the disclosure of any of your Personal Information from Australia to an overseas recipient located in a country outside New Zealand or the European Union, you expressly agree (unless and until your consent is withdrawn) that:

- the recipient could be located in a country where the privacy laws may be of a lower standard than those in Australian Privacy Principles;
- while we will safeguard the Personal Information in accordance with this Policy, we will not be required to

and may not take all reasonable steps to ensure that the overseas recipient handles your Personal Information consistently with the Australian Privacy Principles;

- Wilmar will not be accountable for any breach by the overseas recipient of the Australian Privacy Principles in their handling of your Personal Information;
- you may not be able to seek redress for such a breach under the Relevant Legislation or under the privacy laws that apply to the overseas recipient; and
- the overseas recipient could be subject to foreign laws which may compel it to disclose your Personal Information to third parties such as a foreign authority.

4. Storage of Personal Information

Wilmar collects and holds Personal Information in hard copy and electronic form. Wilmar will make every effort to ensure that the Personal Information it holds is protected from misuse or unauthorised access, modification or disclosure, including by the implementation and enforcement of various security measures.

Wilmar may destroy or permanently de-identify Personal Information as required by the Relevant Legislation and Wilmar will not store Personal Information for longer than necessary. Where Wilmar no longer requires any Personal Information that Wilmar holds, Wilmar may destroy that Personal Information or remove details which may identify individuals.

5. Exceptions to use and disclosure in accordance with the Principles

There are certain specified exceptions to the application of the Relevant Legislation including the Australian Privacy Principles and the Information Privacy Principles (or their relevant replacement).

Wilmar is exempt from complying with the Australian Privacy Principles in certain situations, which include:

- **Employee Records:** Wilmar can use or disclose information contained in Employee Records where it is directly related to the employment relationship. This applies to current and former employees. If Wilmar discloses Personal Information regarding employees to a third party, the third party will be bound by the Australian Privacy Principles.
- **Use in legal proceedings:** where Wilmar has collected information for a purpose other than the Primary Purpose, it can use or disclose Personal Information where it reasonably believes that the use or disclosure is reasonably necessary for the preparation, or conduct of, proceedings before any court or tribunal, or implementation of the orders of a court or tribunal.

Under the Information Privacy Principles Wilmar must not disclose Personal Information unless it believes, on reasonable grounds, that it meets at least one of the criteria stipulated in the Relevant Legislation. For example, Wilmar may disclose Personal Information if the disclosure is authorised by the individual concerned, necessary for the conduct of proceedings or to avoid prejudice to the maintenance of the law or the information is to be used in a form in which the individual concerned is not identified.

6. Access, accuracy and complaints

Individuals may seek access to and correction of any Personal Information which Wilmar holds about them by contacting the Privacy Officer at privacy@au.wilmar-intl.com. Access will be given unless one of the exceptions in the Relevant Legislation applies.

Wilmar will require individuals to verify their identity and to specify what information they require. Wilmar will respond to a request within a reasonable time after the request is made. Where the request is accepted, Wilmar may charge a reasonable fee for providing access to the Personal Information in accordance with the Relevant Legislation.

If you believe Wilmar has handled your Personal Information inconsistently with this Policy or its obligations under the Relevant Legislation and you wish to complain, you can do so by contacting the Privacy Officer at

privacy@au.wilmar-intl.com. We will require you to verify your identity and we may need you to provide further information so that we can investigate and respond to your complaint in a reasonable time.

Wilmar's contact details are:

Wilmar Sugar Australia Limited
Level 22, 300 Queen St
Brisbane QLD
4000

Web address: <http://www.wilmar-international.com/our-business/sugar/>

Wilmar is entitled to refuse a request to access Personal Information in particular circumstances, such as where providing access would be unlawful or would have an unreasonable impact on the privacy of other individuals. We will advise you in writing of our reason for refusing any part of your access request.

7. Definitions

These definitions have the same meaning in the Related Documents.

“Disclosure” generally means the release (including release of the control) of information to an outside body.

“Employee Record” is a record of Personal Information relating to the employment of the employee. This may include information about the employee's health, terms and conditions of employment, training, any disciplinary action taken, resignation or termination of employment personal and emergency contact details, leave records, taxation, superannuation or banking details and the employee's salary or wages.

“Primary Purpose” is the dominant reason for information being collected and will generally be connected to the relationship between Wilmar and the person from whom the information is being collected (for example job applicant, employee, contractor, customer, supplier) as more specifically set out in section 3 of this Standard.

“Personal Information” is information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion and may include Sensitive Information.

“Relevant Legislation” includes:

Privacy Act 1988 (Cth) which includes the Australian Privacy Principles,

Privacy Act 1993 (New Zealand) which includes the Information Privacy Principles, Health Information Privacy Code 1994;

any other binding privacy codes of practice issued by the relevant Privacy Commissioner, and

any replacement or variation of these and any other applicable legislation affecting Personal Information.

“Related Documents” means any relevant policy, standard or procedure that is applicable.

“Sensitive Information” is information or opinion about an individual's racial or ethnic origin, political opinions, membership of a political association, religious beliefs or affiliations, philosophical beliefs, membership of a professional or trade association, membership of a trade union, sexual preferences or practices, criminal record and/or health information and such information is not generally collected from members of the general public.

8. Contact point

If you have any queries about this Standard or Related Documents, please contact the Privacy Officer, via the following link: privacy@au.wilmar-intl.com.