



Employment Privacy Policy

Policy

Stahmann Farms Enterprises Pty Ltd (SFE) recognise the importance of privacy and protecting personal information. We are committed to ensuring that your personal information is handled in accordance with the Information Privacy Act 2009 (Qld) and other relevant privacy legislation such as the Privacy Act 1998. The purpose of this policy is to summarise how we collect, use, hold, disclose and manage personal information.

Collection of personal information

How we collect personal information

When you apply for a position, or on commencement of employment at SFE we collect and hold personal information that is reasonably necessary to enable the processing of your employment application and for the ongoing maintenance of your employment. This information may include:

- Resume and cover letter;
- Copies of any relevant qualifications, tickets or licences;
- Proof of right to work in Australia;
- Proof of identity;
- Reference check reports;
- Application forms;
- Workcover claims history;
- sensitive information of individuals

Additional personal information will also be collected during the course of your employment to manage your ongoing employment relationship such as performance appraisals. In most circumstances personal information will be collected directly from you. In some circumstances information about you may be provided by third parties, such as third party recruitment providers or other people such as previous employers and nominated referees.

Why we collect personal information

The primary purpose for collecting your personal information is to process your employment application, maintain your employee records and to administer your employment, salary and superannuation.

We may also need to collect your information if we are legally required to do so, such as checking visa status through the Commonwealth's Visa Entitlement Verification Online service or for statutory compliance reporting.

Use of personal information

Personal information collected or held by SFE will be used for managing processes associated with your employment. These activities may include the following:

- Recruitment, selection and appointment functions
- Payroll processing
- Ongoing human resources management
- for the recovery of debts
- for insurance purposes and the management of work-related travel
- for overall business planning or for purposes required by legislation
- other related SFE processes such as statutory compliance reporting and, where required, provide this to external bodies

Storage and security of personal information

Personal information is held in our Information Record System until it is no longer needed for any purpose for which it may be used or disclosed at which time it will be de-identified or destroyed provided that it is lawful to do so. It is held in paper files or electronic files.

Disclosure of personal information



SFE will only disclose your personal information to third parties if you have authorised us to do so or if we have told you of our requirement to do so. However, from time to time SFE may be required to disclose your information in circumstances such as if required to do so by law or if there are reasonable grounds to believe that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of any individual. This may include subpoenas, court orders, WorkCover Queensland Orders or Commonwealth government agencies such as the Department of Human Services (Centrelink), the ATO or their equivalents.

In the general course of business, your personal information may be provided to:

- Clients
- Referees
- Our insurers
- WorkCover Queensland and
- Our contractors, suppliers and service providers - e.g. I.T. contractors, travel providers

No personal information about staff will be released to the media without the consent of the individual concerned and consultation with the Director. We are not likely to disclose personal information to an overseas recipient.

Accessing and Accuracy of Personal Information

How you can access your personal information

Subject to any exemption which may apply and you verifying your identity to our reasonable satisfaction, you may apply for access to your personal information held by us and seek the correction of it by submitting a written request to:

Privacy Officer
Stahmann Farms Enterprises Pty Ltd
Locked Bag 9007
Toowoomba QLD 4350

We endeavour to respond to a request within a reasonable period after a request is made.

Unless we are permitted at law to do so, we endeavour not to deny your request for access and/or correction, but if we do deny your request, we endeavour to provide you with a written notice which sets out:

- reason(s) for the refusal (unless we consider it would be unreasonable to provide a reason); and
- Mechanisms available to complain about the refusal.

Information Integrity

You must notify us of any change to your personal information to ensure it is up to date, accurate, complete, relevant and not misleading.

We endeavour to update your personal information promptly after you notify us that it requires correction to keep it up to date, accurate, complete, relevant and not misleading.

Complaints

If you have a grievance about the way your personal information is being managed by SFE, or have a question regarding privacy you should contact the SFE Privacy Officer, the details of which are contained in this policy. You may also complain to the Office of the Australian Information Commissioner.