

# Summary of Cargill's Privacy Policy

Cargill takes its obligations regarding the protection of personal information seriously and we are bound by the Australian Privacy Principles (APPs) in the *Privacy Act 1988* (Cth).

Cargill operates in Australia through a number of subsidiaries. Cargill's Privacy Policy applies to all of these entities, including Cargill Australia Limited, Cargill Australia Financial Services Pty Ltd, AWB GrainFlow Pty Ltd, and AWB Harvest Finance Pools Pty Ltd.

This policy summary explains how Cargill uses Personal Information about you in a business context if you are:

- a Supplier or if you represent an organisation that is a Supplier;
- a Customer or if you represent an organisation that is a Customer; or
- a Web User.

We refer to this as "Business Information."

A full copy of Cargill's Privacy Policy is available upon request. If you would like a copy, please send this request through to the contact details provided below.

For the purposes of this document, "Cargill" means Cargill, Incorporated in the USA and its subsidiaries and affiliates worldwide. "Supplier" means a current or prospective vendor, supplier, subcontractor or partner of Cargill. "Customer" means a customer, prospective customer or target customer of Cargill. "Web User" means a user of a Cargill internet website. "Third Party Service Provider" means a third party vendor or supplier outside Cargill who may have access to Business Information in providing services to Cargill. "Personal Information" means information relating to an identified or identifiable natural person that is processed by or on behalf of Cargill by automatic means.

## 1. What business information does Cargill collect?

The type of Business Information that Cargill collects and uses depends on the particular business context and the purpose for which it was collected. It may include:

- contact details (such as your name, job title, gender, work address, telephone numbers, email address, fax numbers, and so on);
- details of your relevant experience and/or academic and professional qualifications (for example, if you are employed by a vendor);
- details of your business and other interests and opinions (for example, where information is held in a Customer Relationship Management database);
- for Web Users, information relating to your use of the Cargill website, including the content of web forms, contributions made to any discussion forums and browsing history, IP addresses, and your path through the Cargill website;

- credit card details, credit worthiness, and other financial-related information, such as your bank account number and other relevant payment-related information collected in support of a business transaction;
- CCTV images and visit information for visitors to Cargill sites.

## **2. How we collect and store Business Information**

Cargill may collect Business Information from documents such as application forms, letters, e-mails, or in telephone conversations. We may also collect Business Information through your use of our website. The Business Information may be stored electronically or in paper files. Wherever possible we collect Business Information from the person concerned, but it may be necessary to obtain information from other people as well (e.g. the National Grower Register).

## **3. What will Cargill do with your business information?**

Generally, Cargill only uses Business Information for one or more of the below business-related purposes:

- Negotiating, concluding and performing contracts with Customers (including the provision of financial services and advice);
- Managing Cargill accounts and records;
- Advertising, marketing and public relations (including direct marketing);
- Market Research and competitor analysis;
- Negotiating, concluding and performing contracts with Suppliers;
- Communicating with Individuals that are, or who represent, Customers, Suppliers or Web Users;
- Operating the Cargill website, including the use of analytics software;
- Supporting Cargill's corporate social responsibility activities;
- Facilitating the security of Cargill sites, websites and other assets;
- Legal and regulatory compliance and internal control evaluations and audits (including where conducted by Cargill's internal and external audit service providers);
- Debt administration; and/or
- Obtaining legal advice, including for legal proceedings and litigation and also in connection with the sale, purchase or merger of a business.

## **4. Cargill data privacy principles**

Cargill observes the following principles in relation to Business Information:

- We process it fairly and lawfully;
- We process it for a specific legitimate business purpose and do not process in a manner incompatible with that purpose without your knowledge and/or consent;
- We use Business Information that is adequate, relevant and not excessive for the purpose for which it is processed;
- We keep it accurate and, as necessary, up to date;
- We keep it in a form which permits identification for no longer than necessary for the purpose for which it was collected;

- We protect it against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, using appropriate technical and organisational measures;
- We process it in accordance with an Individual's rights.

## **5. Who is your Business Information disclosed to?**

### **(a) Within Cargill**

Cargill restricts access to Business Information to people within the company who have a "need to know" that information. As a global company doing business across national borders and with certain shared services and resources, there are many situations where this "need to know" requires your information to be transferred to Cargill in another country, including countries that may provide no legal protection for Personal Information. However, the purpose of the Cargill Data Privacy Policy is to ensure protection for your Business Information in every country where Cargill does business.

### **(b) Outside Cargill**

Generally, Cargill will only disclose your Business Information outside Cargill and its Third Party Service Providers:

- when required to do so by law;
- where necessary to engage a new Third Party Service Provider;
- in response to a legitimate request for assistance by the police or other law enforcement agency;
- to protect an individual's vital interests;
- to seek legal advice from Cargill's external lawyers or in connection with litigation with a third party;
- in connection with the sale, purchase or merger of a business; or
- to engage external auditors to validate Cargill's financial accounts; and
- will only do so in accordance with any applicable local laws.

## **6. Disclosing your Business Information overseas**

Cargill may need to disclose your Business Information to organisations located overseas, including related entities. Many of these overseas organisations are Third Party Service Providers which perform a range of technology and operational functions on Cargill's behalf.

We will only disclose your Business Information to overseas organisations when it is necessary for the services they provide Cargill and for the purposes explained in this APP Privacy Policy. When doing so, it is our practice to apply appropriate safeguards to protect your Business Information.

## **7. Exercising your rights**

If you would like a copy of any of your Business Information, or if you would like to update or correct it, or if you would like to request that Cargill stop sending you marketing materials either generally or via a particular media, please contact Cargill's Global Privacy Office at this email address: [privacy@cargill.com](mailto:privacy@cargill.com).

If you have a concern about how Cargill has used your Business Information, or you feel that Cargill has breached the APPs, as a first step, you should raise the concern in writing with the Cargill business with which you do business. You may also instead, or additionally, contact our Global Privacy Office at the above email address.

Cargill will respond to you in writing within a reasonable time period setting out our conclusions together with the details of any remedial action that is proposed to be taken.