

LiveCorp Privacy Policy

This policy sets out how Australian Livestock Export Corporation Ltd (LiveCorp) uses your personal information and explains:

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LiveCorp chooses to apply the National Privacy Principles contained in the Commonwealth Privacy Act. LiveCorp may, from time to time, review and update this privacy policy statement to take account of new legislation, technology and changes in LiveCorp's operations. All personal information held by LiveCorp will be governed by the latest privacy policy posted on the LiveCorp website.

What kind of personal information LiveCorp collects and how it is collected

LiveCorp collects personal information from a number of sources including

- Membership application or renewal forms
- AQIS License list
- Australian Livestock Export Council
- Contractors
- Recruitment agencies

In general the personal information LiveCorp collects includes (but not limited to) name, address, contact details, occupation, principle export trade and animal type (e.g. MEA or Asia, sheep, cattle, goats) and where relevant, banking details.

Personal information you provide: LiveCorp endeavours to collect information in which only you provide. We store the personal information you provide us. We obtain most personal information through the LiveCorp membership registration process. You may provide information when you request a service or acquire a product or service from LiveCorp, provide a product or service to LiveCorp, complete a survey or questionnaire, or when you communicate with LiveCorp by email, telephone or in writing (for example if you provide member feedback).

Indirect collection: In some instances LiveCorp may obtain information from a third party. If you provide information to LiveCorp about another person, LiveCorp requests you inform that person you have done so and that you provide them with a copy of this policy.

How LiveCorp uses the information you provide

LiveCorp generally uses personal information to:

- Provide you with services you request
- Communicate to you
- Provide you with ongoing information relevant to the live export trade in which LiveCorp believes you may be interested
- Give you the opportunity from time to time to receive email and publications from LiveCorp

In most cases where LiveCorp asks you to provide information about yourself, if you choose not to provide LiveCorp with the information, LiveCorp will not be able to provide the services you requested.

Disclosure

LiveCorp may disclose personal information to employees of LiveCorp.

LiveCorp may also provide your information to:

- Third parties engaged by LiveCorp to perform functions on its behalf, such as Accreditation, research and public relations
- Third parties authorised by you to receive information held by LiveCorp

How LiveCorp treats sensitive information

“Sensitive information” means information relating to a person’s racial or ethnic origin, membership of political bodies, religion, membership of a trade union or professional or trade association, sexual preferences, criminal record and health. It also includes information of a commercial nature obtained as a result of audit or other means used to maintain accreditation to LEAP as described in the Rules for Accreditation.

LiveCorp may use and disclose Sensitive Information only for the purpose for which it was provided or a directly related secondary purpose or as allowed by law unless you have agreed otherwise.

Management and security of personal information

LiveCorp has appointed the Commercial Manager to oversee the management of personal information in accordance with this policy and the Commonwealth Privacy Act.

LiveCorp protects the personal information it holds from misuse, loss, unauthorised access, modification or disclosure by various means including firewalls, password access, secure servers. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. Consequently, while we strive to protect your personal information, we cannot ensure or warrant the security of any information you transmit to us via email. Once we receive it we make our best effort to ensure the security of the personal information on our servers.

Updating personal information

LiveCorp endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. You can update your member information via the 'Members Only' section on the website.

You can generally update personal information that is not membership information on the website of the LiveCorp Network where you submitted that information. Otherwise, please contact LiveCorp on livecorp@livecorp.com.au. Where personal information is no longer required by LiveCorp it will be archived or de-identified.

Seeking access to the personal information LiveCorp holds about you

You have the right to seek access to your personal information held by LiveCorp and to advise of any inaccuracy. There are some exceptions to this right set out in the Privacy Act.

If you make an access request, LiveCorp will ask you to verify your identity and specify what information you require.

How to contact LiveCorp

If you have any enquiries or wish to provide feedback about this policy, please email livecorp@livecorp.com.au

To make an access request, please write to the Commercial Manager, PO Box 1174, North Sydney NSW 2059 or fax to 02 9929 6733.