

# HACCP International's Website – Data Privacy Policy Statement

**The Policy Statement:** This data privacy statement is made in reference to the following website address:

[www.haccp-international.com](http://www.haccp-international.com)

which serves HACCP International Pty Ltd.

HACCP International is a registered business with the Australian Business Number (ABN) 98 138 356 359. The registered office of HACCP International is Level 2, 222 Pitt Street, Sydney, NSW 2000. This data privacy policy statement governs the privacy of HACCP International's website and the users who choose to visit it. It explains how we comply with The European Union's GDPR (General Data Protection Regulations), The Australian Privacy Act 1988 and the UK's PECR (Privacy and Electronic Communications Regulations).

This policy statement is related to HACCP International's Privacy and Data Protection Policy (The Policy). This statement will explain elements of that policy as it effects this website and our collection and retention of data and how we process, collect, manage and store those details and how your rights under the GDPR, Australian Law & PECR are respected. Additionally, it will explain the use of cookies, software, advertising or commercial sponsorship from third parties and the download of any documents, files or software made available to you (if any) on this website. Further explanations may be provided for specific pages or features of this website in order to help you understand how HACCP International, this website and third parties (if any) interact with visitors to the site and your computer / device in order to serve you. Our contact information is provided if you have any questions.

## The APA & GDPR May 2018

We comply with the Australian Privacy Act 1988 and The EU's GDPR (General Data Protection Regulation) which came into effect from May 2018. We will update this policy, if necessary and as appropriate, after the completion of the UK's exit from the European Union.

## Use of 'cookies'

This website may use cookies to better the users' experience while visiting the website. As required by legislation, and where applicable, this website uses a cookie control system, allowing the user to give explicit permission or to deny the use of /saving of cookies on their computer / device.

**What are cookies?** Cookies are small files saved to a user's computer hard drives that track, save and store information about a user's interactions and usage of the website. This allows the website, through its server, to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers' hard drives, they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors or use the cookie control system if available upon their first visit.

## Website visitor tracking

This website may use tracking software to monitor its visitors in order to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website, but will not store, save or collect personal information.

## Information we collect

Information is only collected and held in the event that the visitor to the website requests information through the 'Contact Us' page. The type of information we collect and hold will vary depending upon the nature of your dealings with us. Aside from the IP address, such information will be given by the web site visitor and include some or all of the following:

Name, postal address, telephone number and email address

The names and location of your employer

Technical computer information including the Internet Protocol used to connect your computer to HACCP International's website, the browsers type, the time zone setting and operation platform of your computer

Information about your visit to our site including the Uniform Resource Locator (URL), the pages you visited, the length of your visit and page interaction details.

## How we use the personal data

The personal data is only used to share information that a subscriber might have requested and in the course of performing tasks requested by the visitor, to carry out contracted obligations or furnish the website visitor with relevant information.

## How we store the personal data

The data is maintained on electronic, password protected database, access to which is only made available to authorised personnel. The data base is not

transmitted or made available to any third parties for financial gain or in exchange for any other form of consideration.

## Disposal of the personal data

The data is deleted when it serves no purpose to HACCP International or upon request from the individual such data references.

## Adverts and sponsored links

This website may contain links. These will typically be linked to our business partners' websites, who are responsible for privacy relating directly to their own sites.

Clicking on any such link can send you to the business partner's website through a referral program which may use cookies and may track the number of referrals sent from this website. This may include the use of cookies which may, in turn, be saved on your computer's hard drive. Users should therefore be aware that they click on external links at their own risk and HACCP International cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Downloads & media files

Any downloadable documents, files or media made available on this website are provided to users at their own risk. While all precautions have been undertaken to ensure only genuine downloads are available users are advised to verify their authenticity using third party anti-virus software or similar applications. We accept no responsibility for third party downloads and downloads provided by external third-party websites and advise users to verify their authenticity using third party anti-virus software or similar applications.

## Contact & communication with us

Users contacting us through this website do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until such a time as it is no longer required or has no use.

Where we have clearly stated and made you aware of the fact, and where you have given your express permission, we may use your details to send you products/services information through a mailing list system.

## Email mailing lists & marketing messages

We operate an email mailing list programme, used to inform subscribers about products, services and/or news we supply/publish. Users can subscribe

through an online automated process where they have given their explicit permission. Subscribers' personal details are collected, processed, managed and stored in accordance with the 'The policy'. Subscribers can unsubscribe at any time by emailing [info@haccp-international.com](mailto:info@haccp-international.com) and requesting removal of all personal data from our files. The type and content of marketing messages subscribers receive is clearly outlined at subscription points.

Email marketing messages may contain tracking beacons / tracked clickable links or similar server technologies in order to track subscriber activity within email marketing messages. Where used, such marketing messages may record a range of subscriber data relating to engagement, geographic, demographics and already stored subscriber data.

## External website links & third parties

Although we only look to include quality, safe and relevant external links, users are advised to adopt a policy of caution before clicking any external web links mentioned throughout this website (external links are clickable text / banner / image links to other websites).

We cannot guarantee or verify the contents of any externally linked website despite our best efforts. Users should therefore be aware that they click on external links at their own risk and we cannot be held liable for any damages or implications caused by visiting any external links mentioned.

## Social media policy & usage

Our Privacy Policy contains a protocol for our, and our staff's, use of social media to ensure that we conduct ourselves appropriately online. While we may have official profiles on social media platforms, users are advised to verify authenticity of such profiles before engaging with, or sharing information with, such profiles. We will never ask for user passwords or personal details on social media platforms. Users, and our staff and agents, are advised to conduct themselves appropriately when engaging with us on social media.

There may be instances where our website features social sharing buttons, which help share web content directly from web pages to the respective social media platforms. You use social sharing buttons at your own discretion and accept that doing so may publish content to your social media profile feed or page. You can find further information about some social media privacy and usage policies in the resources section below.

## Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- (i) whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by HACCP International for direct marketing purposes,
- (ii) if you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to, or emailing, us at: [info@haccp-international.com](mailto:info@haccp-international.com)

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you. A small fee of A\$15.00 may be levied. If you would like a copy of the information held on you, please send an email to: [info@haccp-international.com](mailto:info@haccp-international.com)

If you believe that any information we are holding on you is incorrect or incomplete, please write to, or email, us as soon as possible at the above address. We will promptly correct any information found to be incorrect.

HACCP International has a designated Data Protection Officer and that person is responsible for reviewing data protection, managing and resolving any reported breaches and updating policy from time to time.