

Privacy Policy

1. Purpose and Commitment

Select Harvests Limited and its subsidiaries ('Select Harvests') are committed to protecting the privacy of personal information it collects, holds and manages in accordance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).

The purpose of this policy is to outline how Select Harvests collects, uses, discloses, and stores personal information about employees, contractors, customers, suppliers and other stakeholders, and how individuals can access or correct their information.

Select Harvests recognises the importance of maintaining confidentiality and transparency in all aspects of information management and privacy protection.

2. Values

Select Harvests recognises that by living our values and maintaining a high level of trust and integrity, we all contribute to the long-term success of the business.



3. Scope of Policy

This policy applies to all Select Harvests employees, contractors, consultants, labour hire workers and other parties who collect, use, access or store personal information on behalf of Select Harvests.

It covers personal information relating to:

- Employees and job applicants.
- Customers and suppliers.
- Shareholders and investors.
- Visitors to Select Harvests facilities or digital platforms.

This policy does not apply to personal information of Select Harvests employees that is directly related to their employment records, where exemptions apply under the *Privacy Act 1988 (Cth)*.

4. Policy Objective

The objective of this policy is to establish clear principles and practices for the responsible collection, management, and protection of personal information by Select Harvests.

This policy ensures that Select Harvests:

- Complies with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APPs).
- Manages personal information in a lawful, transparent, and secure manner.
- Protects individuals' rights to privacy while enabling Select Harvests to conduct its business operations effectively.
- Promotes accountability and consistent handling of personal information across all of our operations, subsidiaries, and third-party service providers.

5. Collection of Personal Information

Select Harvests only collects personal information that is reasonably necessary for its business functions and activities.

Personal information may include:

- Contact details (name, address, phone number, email);
- Employment and payroll information;
- Financial and banking details;
- Health or emergency contact information (where required by law or policy);
- Shareholder and investor records;
- Digital data collected through our systems, emails or website interactions.

Where possible, Select Harvests collects information directly from the individual. Information may also be collected from third parties such as recruitment agencies, referees, contractors, or publicly available sources, where lawful and appropriate.

Select Harvests may log certain information about individual visits to our website for statistical purposes, and to help improve our website, products and services.

This includes information about:

- the date and time of visit.
- the type of browser being used.
- the operating system of the device.
- pages accessed.
- the referring site.
- the device's IP address.

Some parts of Select Harvests' website may use cookies to maintain site information and individual setting preferences as visitors navigate different pages on the website or when visitors return to the website at a later time.

Third-party cookies are also used for:

- web analytics
- tracking how many people have seen a particular advertisement on the website.

Individuals may refuse the use of cookies by selecting the appropriate settings on your browser. However, please note that if you do this, you may not be able to use the full functionality of the website.

No attempt will be made to identify users or their browsing activities, unless disclosure is required by law or due to a mandatory requirement of a Court, government agency or regulatory authority in the course of a legally enforced investigation.

Select Harvests may use social media platforms including Facebook, Instagram, X, YouTube, and LinkedIn. Select Harvests may use these sites to inform and engage the public about products, events and services conducted by Select Harvests.

When you interact with us on these platforms, you are agreeing to the terms of service of these platforms. For more information about the privacy practices of these platforms you can read their privacy policies.

6. Use and Disclosure of Personal Information

Select Harvests uses personal information only for the purpose for which it was collected, or for related purposes that would reasonably be expected. These purposes include:

- Employment, recruitment, payroll and HR administration;
- Health, safety, and wellbeing management;
- Customer relationship management and business operations;
- Compliance with legal, regulatory and audit requirements;
- Communication with shareholders, customers, and suppliers.

Select Harvests may disclose personal information to:

- Service providers and contractors engaged to support business operations;
- Regulatory or government authorities, as required by law;
- Professional advisers (e.g. legal, accounting, insurance);
- Share registry and investor services providers;

Select Harvests does not sell personal information to third parties.

7. Storage and Security of Personal Information

Select Harvests takes reasonable steps to protect personal information from misuse, loss, unauthorised access, modification or disclosure.

Security measures include:

- Controlled access to systems and databases;
- Encryption and password protection;
- Secure disposal of records in accordance with retention schedules;
- Confidentiality agreements for staff and contractors.

Personal information may be held in electronic or hard copy form, either onsite or through approved third-party cloud service providers that comply with Australian privacy laws or if outside of Australia comply with the applicable requirements below.

Select Harvests may transfer, access, or store personal information outside of the discloser's country of residence. Select Harvests will, and to the extent required by applicable law, will ensure that an adequate level of protection is provided for the information by using one or more of the following approaches:

- Transferring personal information to countries that have privacy laws that have been recognised by Australia as providing similar protections for the personal information;
- Entering into written agreements with recipients that require them to provide the same level of protection for the personal information;
- Relying on other transfer mechanisms approved by authorities in the country from which the personal information is transferred.

8. Access and Correction

Individuals may request access to, or correction of, their personal information held by Select Harvests by contacting us at people@selectharvests.com.au. Furthermore, if you any questions or would like to exercise your privacy rights. You can also submit written inquiries to:

Privacy Officer
Select Harvests Limited
Building 7, Level 3
570-588 Swan St
Richmond VIC 3122, Australia

Requests will be responded to within a reasonable timeframe. Select Harvests may refuse access in limited circumstances as permitted under the *Privacy Act 1988 (Cth)* and will provide written reasons for refusal.

If you are not satisfied with how Select Harvests has dealt with your enquiry, individuals may contact the Office of the Australian Information Commissioner at enquiries@oaic.gov.au or by calling +61 1300 363 992.

9. Privacy Breaches

Any suspected or actual breach of privacy must be reported immediately to the General Counsel & Company Secretary.

Select Harvests will investigate all reported breaches promptly and, where required, notify affected individuals and the Office of the Australian Information Commissioner in accordance with the Notifiable Data Breaches scheme.

10. Retention and Disposal

Personal information is retained only for as long as necessary to fulfil the purpose for which it was collected and to meet legal or regulatory obligations.

Information is securely destroyed or de-identified when no longer required.

11. Reference Material / Other Related Policies

- SHV-ITS-PRO001 - IT Policy Transition Management Procedure;
- SHV-HRS-PRO001 - Document Management System (DMS) Governance Procedure;
- Code of Conduct;
- *Privacy Act 1988 (Cth)*;
- Australian Privacy Principles (APPs).

12. Authorisation and Approval

Document Name	SHV-ITS-POL-001 Privacy Policy
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Document Department	Human Resources
Contact	people@selectharvests.com.au
Approval Authority	Managing Director
Approval Signature	
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