

Privacy Policy – BFB Pty Ltd (“BFB”) (ACN 003 514 421)

BFB Pty Ltd believes that privacy is an important individual right and is committed to ensuring the privacy of personal information. We are bound to comply with the Australian Privacy Principles (APPs) subject to the Privacy Act 1988 (Cth) (the Act).

The BFB Privacy Policy sets out how BFB collects information about you, what we do with it, and our information handling practices to ensure the privacy of individuals interacting with the Company and using this website - www.bfb.com.au.

The principles set out in the Privacy Policy will apply to personal information you provide to BFB, via our web site, under any arrangement or agreement, or by any other means.

Throughout the Privacy Policy, we refer to "personal information" which means information that identifies you as an individual or from which your identity can be reasonably ascertained. Your home address and telephone number are examples of personal information.

The Privacy Policy does not apply to acts and practices of any BFB entity which relates directly to the employee records of the entity's current and former employees.

When will we collect your personal data?

BFB only collects personal information if it is necessary or incidental to our business purposes.

The types of personal data that we collect from you

The information we collect may be limited to contact details where we interact with the public over the telephone or in person, or when you send us correspondence (whether by letter, fax, website facility or e-mail). In general, the type of personal information we collect and hold includes, but is not limited to: names, addresses, contact details, occupations and other information which assist us in conducting our business.

BFB receives personal information from the web site www.bfb.com.au through it being accessed and through use of the email. Your use of this website will determine the extent and type of information collected. In general, you can visit the website without revealing any personal information about yourself. Your email address will only be recorded if you send us a message, and will only be used for the purpose for which you have provided it. It will not be added to a mailing list or used for any other purpose without your consent, after which it may subsequently be removed at your request.

Use and Disclosure of Personal Information

We use personal information for the primary purpose for which it is collected or received. That may include supplying our services or responding to an individual's request. We may also use and disclose personal information for purposes related or ancillary to the main reasons we collect it. We will not use your personal information for any purpose which is not related to the functions or activities of BFB, or for any purpose for which you would not reasonably expect us to use the information. Reasonable steps are taken to ensure that personal information is accurate, complete and up-to-date whenever BFB receives or uses it.

Storage and Security of Information

BFB takes all reasonable measures to ensure the security of data supplied, and to protect it from misuse, unauthorised access, modification or disclosure.

In relation to security on BFB website at www.bfb.com.au, mechanisms are in place to protect the security and integrity of your personal information. However, no data transmission over the Internet can be guaranteed as completely secure, so any information that you provide to us over the Internet is at your own risk.

Access to and Correction of Personal Information

We will provide access to personal information upon request by an individual, unless a request is unreasonable and the APPs would permit us to decline that access. We will require you to verify your identity and to specify what information you require.

Persons who wish to gain access to their personal information should contact BFB by writing to:

The Privacy Officer
B.F.B Pty. Limited
95 Twynam Street, Temora NSW 2666
Attention: Company Secretary

You should notify BFB of a change to personal information or if you believe that the information held is incorrect or incomplete.

Your Computer and BFB website and other websites

"Cookies" are pieces of information that may be transferred to your computer's memory when you visit a website for record keeping purposes. Any website server (including this one) may:

- store one or more cookies in your browser; or
- request your browser to transmit the data to the Web server

This website may store cookies on your computer in order to better serve you upon your subsequent visits to BFB's website. We may track usage patterns on our website on an anonymous aggregate basis, however your identity cannot be reasonably ascertained from this information.

The data that may be recorded may likely include your:

- Internet Service Provider
- The type of browser you are using
- Date and time of your visit
- Pages accessed and documents downloaded
- Referring URL's

Please note that most Web browsers can also be configured to notify the user when a cookie is received, allowing you to either accept or reject it. If you are not sure whether your browser has this capability, you should check with the software manufacturer or your Internet Service Provider.

Links to Third-Party Sites. Our Website includes links to other websites, whose privacy practices may be different from that of the BFB. If you submit Personal Information to any of those sites, your information is governed by their privacy policies. We encourage you to carefully read the privacy policy of any Website you visit.

By using our website, you are consenting to the collection of information by us in accordance with the Privacy Policy.

Review of Privacy Policy

The Privacy Policy may be reviewed and revised from time to time to take account of new laws and changes to our operations and practices. BFB reserves the right to modify or amend the Privacy Policy at any time. We may notify you about changes to the Privacy Policy by publishing an updated version on our website.

Enquiries and making a privacy complaint

If you have any questions or complaints about privacy-related issues please contact our office:

B.F.B Pty. Limited
95 Twynam Street, Temora NSW 2666
Ph: 02 6977 1177

Email: enquiries@bfb.com.au

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