

Managing Credit Information Policy



In accordance with the *Privacy Act 1988* (Cth) (**Privacy Act**), this Policy sets out the way in which Viterra Operations Pty Ltd and its associated entities (together **Viterra, we or our**) may collect, store, use, manage and protect your Credit Information, Credit Eligibility Information and CP Derived Information (together **Credit Information**) when assessing, approving or rejecting an application for Credit, providing you with Credit, managing the provision of Credit, recovering a debt, or dealing with a guarantor or surety of a person to whom we have been asked to provide Credit.

By:

- (a) enquiring about the provision or the continuation of Credit;
- (b) applying for the provision of Credit;
- (c) accepting or continuing to accept Credit from Viterra;
- (d) acting, or applying to act, as guarantor or surety for a Person applying for Credit from Viterra,

after this Policy has been brought to your attention, you acknowledge and consent to the collection, use, storage or disclosure of your personal information by Viterra in accordance with this Policy and the *Privacy Act*.

If you **do not** agree to Viterra handling your Credit Information in the manner set out in this Policy you must immediately cease to access our website, our Credit Applications and you should not provide Viterra with any of your Credit Information.

1. WHAT DO THE DIFFERENT TERMS IN THIS POLICY MEAN?

Credit means a contract, arrangement or understanding under which either payment of a debt owed by one person to another is deferred for at least 7 days, or where a person incurs a debt to another person, and defers the payment of the debt for at least 7 days. We may offer or allow you Credit in relation to your purchase of products or services from Viterra.

Credit Information is personal information that is, or may include:

- identification information;
- repayment history information;
- a statement that an information request has been made in relation to the individual by a credit provider, mortgage insurer or trade insurer;
- the type of commercial credit, and the amount of credit, sought in an application that has been made by an individual to Viterra as a Credit Provider;
- default or payment information;
- information about new arrangements relating to Credit;
- information about court proceedings or personal insolvency relating to Credit;
- publicly available information about creditworthiness; or
- CP Derived Information and Credit Eligibility Information.

Credit Eligibility Information means:

- credit reporting information that we disclose to a credit reporting body; or
- personal information that we derive from information we receive from a credit reporting body about an individual's credit worthiness.

CP Derived Information means personal information that is derived from credit reporting information that we receive from credit reporting bodies that has a bearing on your credit worthiness.

personal information means -

... information or an opinion about an identified individual, or an individual who is reasonably identifiable, whether the information or opinion is true or not, and whether the information or opinion is recorded in a material form or not.

Generally words and phrases in this Policy are used in accordance with or as they are defined in the *Privacy Act*.

2. WHAT KINDS OF CREDIT INFORMATION MIGHT WE COLLECT AND HOLD?

We may collect (and hold) different Credit Information and CP Derived Information from you depending upon how you interact with Viterra.

If you apply to receive Credit from Viterra, or offer to act as a guarantor or surety, we may collect Credit Information and CP Derived Information about you. This may include:

- your contact details;
- how your business is structured;
- your finances and the performance of your business;
- details of other individuals involved in your business;
- details of your financial advisors and accountants;
- your debt repayment history;
- reports on your credit worthiness; and
- any other form of information collected in assessing credit applications.

We may also collect personal information about you that is not Credit Information or CP Derived Information. This will

be dealt with in accordance with our standard Privacy Policy, which can be accessed here: www.viterra.com.au.

3. HOW DO WE COLLECT CREDIT INFORMATION?

We collect Credit Information:

- directly from you (when we contact you, when you contact Viterra, when we communicate with you, when you fill out a Credit Application Form, or an application to act as guarantor or surety; and when you visit one of our facilities or offices);
- from third parties, including referees and accountant, who you have authorised to provide Viterra with information;
- from publicly available sources; and
- from credit reporting bodies.

4. HOW DO WE HOLD AND SECURE YOUR CREDIT INFORMATION?

We store your Credit Information and CP Derived Information in hard copy format and digitally, both onsite and with a third party storage provider. All hard copy and digital material are secured using best practice secure methods. Any digital transfer of Credit Information is secured using a range of methods including but not limited to encryption.

If you provide any Credit Information to Viterra via an online service or other digital means, or if we provide information to you by such means, the privacy, security and integrity cannot be guaranteed during its transmission unless we have indicated to you beforehand that a particular transaction or transmission of information will be protected (for example by encryption).

5. WHY DO WE COLLECT, HOLD, USE AND DISCLOSE CREDIT INFORMATION?

Viterra may collect Credit Information for a number of reasons or purposes, including:

- assessing an application for Credit;
- assessing an application to act as guarantor or surety;
- providing Credit;
- managing the provision of Credit and collection of repayments or enforcement of guarantees (including managing our Credit risk with you);
- assessing and dealing with what we reasonably believe to be a serious credit infringement; and
- assisting you to avoid defaulting on your obligations to repay a debt.

Our use of Credit Information may extend beyond these uses, but will be restricted to purposes that we consider to be related to our functions and activities and consistent with our obligations under Part IIIA of the *Privacy Act*.

6. WHAT DO WE DO WITH YOUR CREDIT INFORMATION?

If we collect Credit Information from you, we may:

- use that information for any of the reasons or purposes in section 5 of this Policy;
- store that information in accordance with this Policy;
- share that information with our related bodies corporate;

- pass that information to other Credit Providers with an Australian link or an enforcement body where we believe there has been a serious credit infringement;
- provide your Credit Information to a person who is proposing to act as guarantor or surety;
- provide your Credit Information to a person who is acting as guarantor where necessary to enforce a guarantee;
- disclose your Credit Information to a debt collector or other debt enforcement agency;
- disclose your Credit Information to insurance agencies and other companies or organisations we choose to manage our credit risk assumed by providing you Credit or conducting business with you; or
- provide that Credit Information to third parties as required by law.

We will not disclose repayment history information about an individual unless permitted by the *Privacy Act*.

7. DISCLOSURE OF CREDIT INFORMATION TO OTHER ORGANISATIONS

Viterra may disclose your Credit Information to:

- third parties including credit reporting bodies and insurance providers who assist Viterra in assessing or processing applications for credit, and managing the credit we provide (including our credit risk);
- other credit providers (with your consent);
- potential or current guarantors;
- debt collection agencies;
- government authorities;
- our financial and legal advisors or other entities when we are assessing an application for credit or enforcing our rights relating to the provision of credit;
- our related company Glencore Agriculture Pty Ltd, and its subsidiaries. Any information provided to Glencore Agriculture Pty Ltd will be handled in accordance with this Policy;
- related corporations overseas, in accordance with section 8 below; and
- National Grower Register Pty Ltd or its agents.

Part IIIA of the *Privacy Act* places certain restrictions on when we may disclose your Credit Information to these organisations.

8. DO WE EVER SEND YOUR INFORMATION OVERSEAS?

Viterra's operations are conducted primarily within Australia. Viterra does, however, at times pass information to Glencore plc, a Switzerland based company that controls Viterra. Glencore plc has a Privacy Policy which is governed by the laws of Switzerland.

We will take reasonable steps to ensure that any Credit Information that we provide to Glencore plc is treated appropriately.

Viterra may also, at times, disclose your information to an overseas entity to assist manage our credit risk. Where we disclose your Credit Information to an overseas entity we will always comply with the provisions of Part IIIA of the

Privacy Act, to the extent they apply to the provision of information overseas.

9. KEEPING YOUR INFORMATION UP TO DATE

We will at all times take reasonable steps to keep your Credit Information up to date, accurate and complete. If we reasonably believe that there is a deficiency in the Credit Information we hold, we will take reasonable steps to correct it, which may include contacting you to obtain updated information.

Where we have updated or corrected information, we will provide written notice of the correction to each recipient of the information within a reasonable period of time.

10. CAN YOU ACCESS YOUR CREDIT INFORMATION OR REQUEST THAT IT BE CORRECTED?

- You may request access to or correction of the Credit Information that we hold about you by contacting Vitterra by any of the methods as set out below (an **Access Request**).
- Upon receiving an Access Request we may request further details from you to verify your identity. We reserve the right not to provide you with access to Credit Information if we cannot verify your identity to our reasonable satisfaction.
- An administrative fee may be charged to cover our costs in providing you with access to your personal information. This fee will be explained to you before it has been incurred.
- We will respond to your Access Request within a reasonable period of time by:
 - providing you with access to your personal information; or
 - rejecting your Access Request, and providing you reasons for this rejection.
- Access Requests may be denied where:
 - we believe your request is frivolous or vexatious;
 - we are entitled to reject it by law;
 - giving you the information would be unlawful;
 - giving you the information would be likely to prejudice an enforcement related activity undertaken by an enforcement body;
 - we are unable to verify your identity; or
 - you have not paid the administrative fees required by Vitterra as referred to in this section.
- If you believe that the Credit Information that we hold is inaccurate or otherwise requires correction, you may send Vitterra a correction request. We will review your personal information and respond to the request within a reasonable period of time, generally within 30 days of your request, unless we agree in writing to a longer time.
- We will deal with any request for correction by correcting the information within 30 days from when the request is made, notifying you within a reasonable period of having corrected the information, and within a reasonable period give each recipient of the information written notice of the correction. If we decide not to correct the information, we will notify you, with reasons, within a reasonable time.

- We will notify you when we have made a correction at your request, or notify you in writing why we have not made the requested correction.

11. INFORMATION WE NO LONGER REQUIRE

Where we no longer require Credit Information, and we are not under any legal obligation to retain the information, we will within a reasonable time destroy that information.

12. DOES THIS POLICY EVER CHANGE?

From time to time we may make changes to this Policy. When we do, we will highlight those changes in **bold**. Changes come into effect from the time when they are brought to your attention, or when you next log on to our website, whichever is earlier. You should review the Policy each time you visit our website to keep up to date on any changes.

13. WHAT HAPPENS IF YOU HAVE A QUESTION OR COMPLAIN ABOUT HOW WE HAVE HANDLED YOUR CREDIT INFORMATION?

If you have a question or complaint, you can raise it with Vitterra by:

Emailing: privacy@vitterra.com

Calling Vitterra on 1800 018 205; or

Sending a letter to: Level 1, 186 Greenhill Road, Parkside, SA 5063.

We take all complaints seriously and will respond to you within a reasonable period of time, unless we consider your complaint to be frivolous or vexatious.

Complaints will be dealt with in accordance with our standard Complaints Procedure Policy.

If you aren't satisfied with the way we have handled your complaint, you can make a complaint to the Office of the Australian Information Commissioner at <http://oaic.gov.au>.