



# POLICY

**MPD: 11**

**VERSION**  
1.1

**APPROVED**  
Nov2019

**REVIEW DUE**  
Nov 2021

## PRIVACY

**AUTHORISED BY: BOARD OF DIRECTORS**

The Muir Group (the company) is committed to the highest standard of protection of personal and business information it holds. The company subscribes to the Ag Institute Australia Code of Ethics and Federal privacy laws.

In signing the company's Contract of Employment, employees undertake to respect and maintain confidentiality in all activities they are engaged in on behalf of the company.

Access to client and employee information is strictly limited to only those employees with a need to know and the information is held and used only for the purposes of the business at hand.

When there is a requirement for the company to pass on to or seek information from allied companies or a third party, the company will do so only after the client or employee's permission has been given.

Employees may at any time request to view their personal file held by the company to check for relevance or accuracy.

Other than for the purposes allowed for and in the manner described in this policy, the company will not release any information about a client or employee to any other party for any reason, unless required by law to do so.