



SEAPA Group Privacy Policy

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Background

The SEAPA Group (hereafter referred to as “SEAPA”) is a group of international companies. This privacy policy explains how SEAPA collects, stores, and uses the data collected during our interactions with external parties.

What data we collect

SEAPA collects and retains the data below:

- Name
- Company
- Phone number
- Email address
- Physical address
- Purchase information
- Fax number
- Social media profile handles
- Credit card information (not stored)

We will not collect any data for which we do not have a legitimate purpose.

How we collect data

Data may be collected from you when:



- You complete the contact form on one of SEAPA's websites
- You email a SEAPA employee or agent representing SEAPA
- You are talking on the phone or in person to a SEAPA employee or agent
- Any other correspondence you send to SEAPA

SEAPA may also receive your data indirectly from a source such as a friend or business associate of yours. SEAPA does not ever pay for personal data provided by indirect sources.

How we use your data

The data we collect for you is used to:

- Process your order
- Follow-up with enquiries we receive from you
- Contact you with information about new product or farming practice developments

Our company does not share your information with any other entities and we will inform you if we plan to use your data for any other purpose.

How we store your data

Our company stores your data on a combination of the platforms below:

- Quick Books
- Xero
- Free
- Unleashed
- Copper
- Google Cloud
- Apple iCloud

Our company will keep the data you provide us until you request your data be deleted or we cease to have a legitimate purpose to retain it. Your data will be permanently deleted as soon as practicable following your request. Request to have your data deleted should be sent to sales@seapa.com.au

Your data protection rights

- **Right to access** – you have the right to request copies of your personal data which we keep. We may charge a small fee to cover the administration cost of providing this data.
- **Right to rectification** – you have the right to request we correct any of your personal information you believe is inaccurate. You have the right to request we complete any of your personal information you believe is incomplete.
- **Right to erasure** – you have the right to request we erase your personal data.
- **Right to restrict processing** – you have the right to request we restrict processing of your



personal data.

- **Right to object to processing** – you have the right to object to us processing your personal data.
- **Right to portability** – You have the right to request we transfer your personal data we have collected to another organization or directly to you. We may charge a small fee to cover the administration cost of providing this data.

Use of cookies

Cookies are text files placed on your computer to collect standard internet log and visitor behavior information. We do not use cookies to collect data from anyone visiting our websites.

Personal data breaches

We will inform you within 72 hours in the event there is a breach of your personal data.

Limits to this policy

Our website or other communication from SEAPA may contain links to other websites. Our privacy policy applies to our website, if you click on a link to another website, you should read their privacy policy.

Changes to our privacy policy

SEAPA keeps its privacy policy under regular review and placed any updates on our website. This privacy policy was last updated on 25 May 2019

How to contact us

If you have any questions about SEAPA's privacy policy, your personal data we retain, or would like to exercise one of your data protection rights, please do not hesitate to contact us at sales@seapa.com.au