

Supplier Privacy Policy

(version 16 April 2026)

1. Introduction

This Supplier Privacy Policy explains how Probiotec Pty Ltd (ABN 91 075 170 151) and its subsidiaries (“we”, “us”, “our”) manages personal information relating to our suppliers, contractors, consultants, service providers, and their representatives (“Suppliers”).

We are committed to protecting personal information and handling it in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

2. Scope

This policy applies to personal information we collect, hold, use, and disclose in connection with:

- Supplier sourcing and procurement
- Contracting and onboarding
- Payment, invoicing, and financial management
- Ongoing supplier relationship management
- Legal, regulatory, and compliance activities

3. Personal Information We Collect

We may collect and hold personal information about Suppliers, including:

- Names, job titles, and business roles
- Business contact details (email address, phone number, business address)
- Employer or business details, including ABN/ACN
- Bank account and payment details
- Tax-related information (such as TFN declarations, where required by law)
- Identification, licence, or registration details
- Due diligence, risk, or compliance information

- Records of communications and correspondence

We generally do not collect sensitive information unless it is reasonably necessary and permitted or required by law.

4. How We Collect Personal Information

Personal information may be collected:

- Directly from Suppliers (e.g. forms, contracts, onboarding portals, emails)
- Through our interactions and correspondence
- From publicly available sources (e.g. ASIC registers, professional websites)
- From third parties (e.g. referees, agents, regulators), where lawful

5. Purposes of Collection and Use

We collect and use Supplier personal information for purposes including:

- Assessing suitability and engaging Suppliers
- Managing contractual and commercial relationships
- Processing invoices, reimbursements, and payments
- Administering systems access and security
- Conducting audits, risk management, and compliance checks
- Meeting legal and regulatory obligations
- Resolving disputes and enforcing contractual rights

We will only use personal information for these purposes, or related purposes a Supplier would reasonably expect.

6. Disclosure of Personal Information

We may disclose Supplier personal information to:

- Our employees, officers, and contractors
- Related entities within our corporate group
- Professional advisers (e.g. legal, accounting, audit services)

- Financial institutions and payment service providers
- IT service providers, cloud hosts, and business system providers
- Government agencies, regulators, or law-enforcement bodies where required or authorised by law

We take reasonable steps to ensure third parties handle personal information consistently with the APPs.

7. Overseas Disclosure

Some personal information may be disclosed to recipients located outside Australia (e.g. overseas IT or cloud service providers).

Where this occurs, we take reasonable steps to ensure overseas recipients handle personal information in a manner substantially similar to the APPs, or as otherwise permitted by the Privacy Act.

8. Data Security

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure.

These steps include administrative, technical, and physical safeguards appropriate to the nature of the information.

9. Data Retention

We retain Supplier personal information only for as long as necessary to:

- Fulfil the purposes for which it was collected
- Meet legal, accounting, taxation, and regulatory requirements

When information is no longer required, it is securely destroyed or de-identified in accordance with the Privacy Act.

10. Access and Correction

Under the Privacy Act, Suppliers may request:

- Access to personal information we hold about them, and
- Correction of inaccurate, out-of-date, incomplete, or misleading information

Requests can be made using the contact details below. We will respond within a reasonable timeframe and in accordance with the APPs.

11. Notifiable Data Breaches

If we experience an eligible data breach that is likely to result in serious harm, we will comply with the Notifiable Data Breaches (NDB) scheme, including notifying affected individuals and the Office of the Australian Information Commissioner (OAIC) where required.

12. Complaints

If a Supplier believes we have breached the Privacy Act or mishandled personal information, they may lodge a complaint with us. We will investigate and respond within a reasonable timeframe.

If a Supplier is not satisfied with our response, they may lodge a complaint with the Office of the Australian Information Commissioner (OAIC).

13. Changes to This Policy

We may update this Supplier Privacy Policy from time to time. The current version will be available on our website or provided on request.

14. Contact Details

For privacy enquiries, access requests, or complaints, please contact:

Probiotec Pty Ltd

Email: privacy@probiotec.com.au

Phone: 03 9278 7555

Address: 83 Cherry Lane, Laverton North, VIC 3026