

## LEVY PAYER REGISTER POLICY

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### PURPOSE

To provide information on the business rules associated with the use of and access to the Grains Research and Development Corporation's (GRDC) levy payer register (the Levy Payer Register) to ensure that GRDC complies with all legislative requirements, and protects levy payer information and privacy rights.

### SCOPE

This policy applies to GRDC employees, relevant grains levy payers and any third parties seeking access to or requesting information from the Levy Payer Register.

### POLICY STATEMENT

#### Purpose and Use of the Levy Payer Register

The Levy Payer Register has been established by the Australian Government and allows GRDC to access levy payer information for grains levies collected in accordance with the *Primary Industries Levies and Charges Collection Act 1991* (PILCC Act). GRDC's permitted use of this data is outlined in section 27(b) of the PILCC Act and is limited to:

- maintaining a register of levy payers
- maintaining a register of persons eligible to vote in any poll conducted by, or on behalf of GRDC
- making public any information of statistical nature
- performing any of its functions under a law or contract between the Commonwealth and GRDC
- determining whether a person is eligible to be a member or shareholder of GRDC.

The use of the Levy Payer Register and any information contained within, must be done in accordance with the PILCC Act and *Privacy Act 1988* (refer to the [Disclosure and Privacy obligations](#) section of this policy for more information).

GRDC must provide levy payers with the option to 'opt out' from receiving information or communication from GRDC.

#### Access to the register

The data for the Levy Payer Register is collected, stored and maintained by the Department of Agriculture, Fisheries and Forestry. GRDC accesses the Levy Payer Register via the Department's secure web portal.

A third party may request access to levy payer information from GRDC. A third party seeking such information should make the request in writing, setting out the reason for the request and the purpose for which the information would be used. GRDC may seek written approval from the Secretary of the Department of Agriculture, Fisheries and Forestry to disclose such requested information. In considering a request, the Secretary must consider whether the proposed use of levy payer information fits into one of the permitted uses under the legislation.

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Section 27B(6) of the PILCC Act provides that third parties may use information disclosed to them by an RDC from its levy payer register:

- for a research and development (R&D) activity (within the meaning of the *Primary Industries Research and Development Act 1989* (PIRD Act))
- for marketing activities (within the meaning of the PIRD Act)
- for biosecurity purposes
- for National Residue Survey purposes
- in connection with any activity carried out, or proposed to be carried out, by the disclosing RDC for the benefit of producers in the relevant industry.

### Third party seeking access to Levy Payer Register information held by GRDC

GRDC may only disclose information from its Levy Payer Register to a third party with the written approval of the Secretary of the Department of Agriculture, Fisheries and Forestry.). Requests for third party access should be sent to [levypayerregister@grdc.com.au](mailto:levypayerregister@grdc.com.au)

Information required to support the request is:

- the name of the third party
- The purpose for which the data would be used; and
- the controls in place to manage the security and confidentiality of the data.

### Disclosure and Privacy obligations

The distinction between business information and personal information may overlap. Therefore, information about all listed levy payers within the Levy Payer Register must be treated as 'personal information' under the *Privacy Act 1988* and managed in accordance with the Australian Privacy Principles (APPs).

GRDC will not disclose any identifiable personal information to any other person or body unless required for legislated purposes. This does not apply to the disclosure of identifiable personal information to an individual to whom that personal information relates. As information is collected and managed by the Department of Agriculture, Fisheries and Forestry, all requests for the modification to or disclosure of personal information within the Levy Payer Register must be directed to that Department. GRDC will not alter or compromise the integrity of data collected and stored in the Levy Payer Register.

### Levy payers who choose to 'opt out' from receiving information or communication from GRDC or its contracted providers.

Levy payers who wish to 'opt out' from receiving information or communication from GRDC should direct their request to [levypayerregister@grdc.com.au](mailto:levypayerregister@grdc.com.au).

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### Levy payers correcting their own data

Levy payers who contact GRDC requesting access to, or wishing to correct, their own data will be directed to the Levy Payer Portal. Levy payers can correct their information, and see how much levy or charge they have paid on each collection product. Advice on how to register for the Levy Payer Portal is available on the Department of Agriculture, Fisheries and Forestry website

<https://www.agriculture.gov.au/agriculture-land/farm-food-drought/levies/levy-payer-registers/levy-payer-portal>

GRDC employees are prohibited from using information or data obtained from the Levy Payer Register for non-GRDC purposes and/or personal or political gain. Employees are also prohibited from retaining such information upon ceasing employment with GRDC.

Any complaints relating to the disclosure or potential mishandling of information in the Levy Payer Register should be directed to [privacy@grdc.com.au](mailto:privacy@grdc.com.au). These matters will be managed in accordance with the GRDC Complaints Handling Policy.

### RELATED CONTENT

- *Primary Industries Levies and Charges Collection Act 1991*
- *Privacy Act 1988*
- GRDC Privacy Policy
- GRDC Data Breach Plan
- GRDC Complaints Handling Policy

POLICY INFORMATION	
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