

# Privacy Statement

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Tasmanian Ports Corporation Pty Ltd, Bass Island Line Pty Ltd, King Island Ports Corporation Proprietary Limited, Flinders Island Ports Company Pty Ltd and Southern Export Terminals Pty Ltd ("**TasPorts**", "**we**", "**our**" or "**us**") are committed to protecting your personal information and understand the importance of protecting it. This statement sets out the types of personal information that we usually collect, the purposes for which we collect it, to who we may disclose it and how we hold and keep it secure. It also sets out some key parts of our Privacy Policy which may be viewed at <https://www.tasports.com.au/wp-content/uploads/2020/07/Privacy-Policy.pdf>.

## Collecting your personal information

We will collect personal information directly from you whenever we can. For example, when you fill out a form with us, when you call, email or video-conference with us, when you use our website (including via cookies), when you access our online portals or view our online communications and newsletters, when we provide or obtain services, goods or information to you, when we enter into commercial agreements with you, when you access our sites, including those that have surveillance cameras installed, when you access our weighbridges, when our pilots board your vessel, when you respond to tenders or provide quotes and when you apply for credit or employment with us.

## Collecting personal information from other sources

Sometimes we collect your personal information from other sources. For example, we may collect information about you from our agents, shipping agents and service providers, from authorised representatives appointed by you, from your insurers and through publicly available sources such as the use of other websites and directories.

## Collection required by law

We may also collect your personal information if the collection of the information is required or authorised by law or a court/tribunal order.

## Purposes for collecting personal information

We collect, use and disclose personal information for the following purposes:

- to verify your identity;
- to provide our goods, services and information to you;
- to obtain goods and services from you;
- for contract and project management purposes;
- for communications, promotional and public relations purposes relating to our functions or activities;
- to improve our processes, systems, products, goods, services and information;
- for billing and invoice purposes;
- to develop, manage and improve our relationship with you, your business partners or your related entities;
- for ship, port and site security maintenance;
- to operate, maintain and upgrade our sites;
- for security and surveillance purposes;
- pilot exemption certificates;
- to enable you to access and use our online portals;
- to verify insurance details;
- to provide marketing and offers regarding our activities, goods and services to you, with your consent where required;
- to consider and assess job applications;
- to manage, train and develop employees, consultants and contractors;
- to issue various work permits;
- to ensure our compliance with applicable laws and to protect TasPorts from legal claims and enforce TasPorts' legal rights;
- to perform risk assessments;
- to comply with work health and safety laws, and comply with TasPorts' Policies and Procedures;
- to facilitate our internal business operations (including managing your employment, if relevant);
- for incident and complaint management purposes;
- to carry out credit assessment before granting credit;
- to collect payments owed; and
- to comply with regulatory or legal requirements and comply with law enforcement activities.

## What happens if you don't provide your personal information to us?

If you do not provide your personal information to us, we may not be able to:

- verify your identity; and
- provide you with the goods, services and information you want.

## Disclosing your personal information to third parties

In the course of providing our goods or services to you, we may disclose your personal information with the following:

- members of the TasPorts group of companies and in the case of Southern Export Terminals Pty Ltd, its joint venture partners;
- third parties in order to provide our goods or services, for example port authorities, customs, brokers, insurers, stevedores, log yard marshallers, shipping agents and agents;
- authorised representatives appointed by you;
- professional advisors, including lawyers, auditors, accountants and fraud-checking agencies;
- organisations we contract with to provide services on our behalf such as IT service providers, suppliers of software, super-annuation funds, debt collectors, contractors and consultants;
- anyone to whom part of all of our assets or businesses are transferred or sold;
- members of the public or internal and external stakeholders if your image is used for communications, promotional and public relations purposes. (We will only use your image for these purposes if your consent has first been obtained);
- if you apply for credit, we may share your personal information with credit reporting bodies to enable them to perform a credit check; and
- government agencies, regulatory bodies and law enforcement agencies, or other entities including the Environment Protection Authority Tasmania, Marine and Safety Tasmania and Australian Maritime Safety Authority.

## Disclosing your personal information overseas

Some of the organisations above may be located in overseas jurisdictions. We use service providers located in, and we store data in, countries around the world including, but not limited to, New Zealand, Denmark, Canada, US and Ireland.

Given that we may store your information in cloud or other types of networked or electronic storage, your information could be accessed by our service providers and their support staff from various countries via an internet connection, and it is not always practicable to know in which country your information may be accessed or held.

## Accessing and correcting your personal information

You have the right to access and correct personal information we hold about you.

You can find out how to access personal information we hold about you and how to correct that information by:

- reading our Privacy Policy available at <https://www.tasports.com.au/wp-content/uploads/2020/07/Privacy-Policy.pdf>;
- contacting our Privacy Officer on 1300 366 742 or email on [privacy@tasports.com.au](mailto:privacy@tasports.com.au); or
- in the case of Southern Export Terminals Pty Pty, SET's Privacy Officer on 1300 366 742 or email on [privacyofficer@southernexportterminals.com.au](mailto:privacyofficer@southernexportterminals.com.au)

## Complaints

Please let us know if you have any queries or concerns about a privacy issue.

You can find out about how to make a privacy complaint and how we deal with privacy complaints by:

- reading our Privacy Policy available at <https://www.tasports.com.au/wp-content/uploads/2020/07/Privacy-Policy.pdf>;
- contacting our Privacy Officer on 1300 366 742 or email on [privacy@tasports.com.au](mailto:privacy@tasports.com.au); or
- in the case of Southern Export Terminals Pty Pty, SET's Privacy Officer on 1300 366 742 or email on [privacyofficer@southernexportterminals.com.au](mailto:privacyofficer@southernexportterminals.com.au)