

## General Privacy Collection Statement of Port of Melbourne

At Port of Melbourne ('we', 'us'), we are committed to protecting your privacy. This statement outlines how we collect, use, disclose and protect your personal information.

### What kinds of personal information do we collect and hold?

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Port of Melbourne may collect personal information about you, including:

- your contact details (such as name and title, address, email address, phone number, date of birth);
- information about your presence in the Port precinct, surrounding areas, or our offices which may include photographs and videos;
- information about your participation in Port events and activities;
- information about your involvement in any incident that occurs in the Port precinct;
- information about a complaint or any feedback you submit;
- your employment history and professional and educational qualifications if you apply for a job with us;
- your driver licence details, passport or Maritime Security Identification Card number;
- closed circuit television (CCTV) footage of you as described below; and
- as required or authorised by law, including under the *Maritime Transport and Offshore Facilities Security Act 2003* (Cth), the *Customs Act 1901* (Cth), *Port Management Act 1995* (Vic) and the *Delivering Victorian Infrastructure (Port of Melbourne Lease Transaction) Act 2016* (Vic).

### When do we collect your personal information and for what purposes?

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Port of Melbourne collects personal information from you and, at times from third parties, to:

- permit you to access our IT systems or a site managed by us;
- respond to, and investigate, your enquiry/feedback/complaint;
- process your job application or application for an individual contract role with us;
- obtain references and police checks;
- contact you about events, workshops and seminars that we think may be of interest to you;
- contact you about business development opportunities and Port projects that we think may be of interest to you;
- communicate with the community, government, industry and other stakeholders about Port activities;
- respond to, and investigate, incidents that have occurred in the Port precinct;
- manage and ensure personal and transport safety at the Port and its precincts;

- maintain, construct and/or remediate land and marine port infrastructure; or
- comply with our legal obligations and reporting requirements.

We will inform you at the time of collecting your personal information of the purpose for collecting it or otherwise as soon as practicable after the collection. This can be in writing or verbally.

The circumstances in which we collect personal information about you from third parties will depend on the type of information provided to us, but may include:

- collecting information about you from referees;
- academic institutions you attended;
- through police checks (if you apply for a job or individual contract role with us);
- from your employer (if we do business with them);
- from public sources (such as LinkedIn); or
- from service providers (such as ASIC).

You might also volunteer personal information which we do not request.

## CCTV

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We may collect your personal information (including sensitive information) using CCTV cameras installed throughout the Port precinct, surrounding areas and our offices.

CCTV footage is collected, used and disclosed for operational and security purposes of the Port and third parties who operate at the Port. For example, we may collect, use and disclose CCTV footage to:

- ensure safety and security of Port operations;
- detect and deter unauthorised access to the Port;
- prevention, management and investigations of hazards, incidents and emergencies;
- manage, maintain and remediate property, equipment, facilities, assets, infrastructure of the Port;
- assist with enforcement related activities of enforcement bodies; or
- as required or permitted by law.

## Do I have to provide the personal information requested?

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You do not have to provide your personal information to us, but if you do not this may affect the type and quality of service or response that Port of Melbourne can provide you. If you provide any personal information that is sensitive information, such as your health information, you agree to Port of Melbourne collecting that information and using it for the purposes described.

## How will your personal information be used and disclosed?

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Your personal information may be used by us for the purposes set out above and disclosed for the following purposes:

- to our third-party service providers, agents, consultants and contractors who provide financial, legal, administrative or other services in connection with the operation of our business (for example, software providers, IT maintenance providers and solicitors);

- to Commonwealth and Victorian government departments, agencies and regulators and enforcement bodies (including but not limited to the Australian Federal Police and the Victoria Police); or
- as required or permitted by law.

We may disclose personal information to third party service providers, agents, consultants and contractors located overseas in the United States of America, Canada, Ireland and India so that they can provide us with services in connection with the operation of our business.

### **Where can I find more information?**

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Port of Melbourne's Privacy Policy is available at [www.portofmelbourne.com/legal-information/privacy](http://www.portofmelbourne.com/legal-information/privacy) and explains other uses and disclosures that Port of Melbourne may make of your personal information. The Privacy Policy also outlines how to request access to, or the correction or deletion of, the personal information that we collect and hold about you, how to make a privacy complaint (including a breach of the Australian Privacy Principles), and how Port of Melbourne will handle that complaint.

We may update this statement from time to time. We will notify you of any changes by posting the new statement on our website and updating the effective date.

### **Contact Us**

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If you have any questions or concerns about this statement, you can contact Port of Melbourne for further information by calling 1300 857 662 or emailing [pomprivacy@portofmelbourne.com](mailto:pomprivacy@portofmelbourne.com).

In this statement, a reference to '**Port of Melbourne**' includes the following entities:

- Lonsdale Operations Hold Pty Limited as trustee for Lonsdale Operations Hold Trust;
- Port of Melbourne Operations Pty Ltd as trustee for Port of Melbourne Unit Trust;
- Lonsdale Asset Hold Pty Limited as trustee for Lonsdale Asset Hold Trust;
- Lonsdale Asset Property Pty Limited as trustee for Lonsdale Asset Property Trust;
- Lonsdale Finance Hold Pty Limited; and
- Lonsdale Finance Pty Limited.