

Victoria International Container Terminal Limited (**VICT** or **we**) respects the privacy of individuals and is committed to protecting sensitive and personal information in accordance with its obligations under the *Privacy Act 1988* (Cth) (**Privacy Act**).

This privacy policy (**Privacy Policy**) sets out how we collect, use, disclose and hold your personal information.

## Collecting Information

### Types of Information We Collect

The types of information we collect include the following.

If you work at or for a company that uses the VICT terminal we may collect your name and contact details. If you are a driver intending to access the VICT terminal, we may additionally collect your Maritime Security Identification Card details and photograph. If you access the VICT website (**Website**) we may collect the internet protocol number assigned to your computer when you access the internet and the domain name of the account you use to access the internet (e.g. 'your-university.edu.au' or 'your-department.gov.au').

### How We Collect Information

When you access VICT's automated Vehicle Booking System, you may be asked to provide personal information to the third-party operator of the Vehicle Booking System, currently 1-Stop Connections Pty Ltd (ABN 58 102 573 544) (**1-Stop**). VICT collects this personal information from 1-Stop. 1-Stop is a New South Wales-based provider of freight and logistics IT solutions for several major ports, terminals, freight companies, importers and exporters. 1-Stop's privacy policy is available [here](#).

Before accessing the VICT terminal, we may ask your company or business to complete various forms, including an *Application for New Trading Account Form*, a *Credit Disclosure* and / or a *Customer Account Maintenance Form*. These forms will request some personal information.

We will take a photograph of each driver that accesses the VICT terminal. We will also ask drivers accessing the VICT terminal to complete a terminal induction through 1-Stop. 1-Stop will request some personal information from drivers for the purpose of completing the terminal induction and will then provide us with that information.

If you choose to contact us or provide feedback, we will collect personal information that you provide to us, such as your name and contact details.

If you are a visitor of this Website, the Website's server will automatically record some information about the computer and account you are using to access the Internet.

In addition, when you apply for a job or position with us we may collect certain information from you (including your name, contact details, working history and relevant records checks) from any recruitment consultant, your previous employers and others who may be able to provide information to us to assist in our decision on whether or not to make you an offer of employment or engage you under a contract. This Privacy Policy does not apply to acts and practices in relation to employee records of our current and former employees, which are exempt from the Privacy Act.

## Why We Collect, Use and Disclose Personal Information

You agree and consent that we may collect, hold, use and disclose your personal information for the following purposes:

- enabling you to make an online booking for access to the VICT terminal;
- the operation of the VICT terminal including coordinating the entry and exit of vehicles;
- if you send us an email message containing personal information, the purposes for which you provided it;
- updating and improving our Website; and
- for analytics, research, statistics, requesting feedback, and marketing (including the sending of commercial electronic messages to you).

## Sharing Information

Your personal information may be used by and disclosed to:

- VICT officers at each of VICT's terminals;
- 1-Stop; and/or
- other contractors or service providers to VICT,

whose duties and / or obligations to VICT require them to access and / or use your personal information.

We may also disclose information as otherwise allowed by the Privacy Act. This includes, but is not limited to, when required or authorised by law and to defend ourselves against third party claims.

## Sharing Information Overseas

We may disclose your information to our parent company, International Container Terminal Services, Inc., which is located in the Philippines.

In addition, personal information that you submit for publication on the Website will be published on the internet and may be available around the world.

## Protecting Information

We use a variety of security measures, including two firewalls against any external access. Internally within VICT, only nominated IT and security administrator has the authority to access databases and raw base information, to help protect your personal information. The personal information we collect is held on secure servers. However, our security measures do not guarantee secure transmission of information over the internet. If you are concerned about conveying personal information to VICT over the internet, you might prefer to contact us by telephone or post using the following details:

- telephone: +61 3 8547 9700
- post:  
Attn: Privacy Officer  
PO Box 5032  
Garden City VIC 3207

## Links to Other Sites

This statement does not apply to linked third-party websites. When you access another website via a link from VICT's Website, you should read the privacy statement of that website to familiarise yourself with its privacy policy.

## Access to Your Personal Information

You have the right to request access to personal information we hold about you and to request its correction.

VICT may refuse your request in certain circumstances, including but not limited to where:

- providing access would pose a serious threat to the life, health or safety of any individual;
- giving access would have an unreasonable impact on the privacy of other individuals;
- the request for access is frivolous or vexatious; or
- giving access would be unlawful.

To request access or to correct personal information we hold about you, please email us at [info@vict.com.au](mailto:info@vict.com.au).



## Making a Complaint

If you wish to complain about how VICT has handled your personal information (including if you think there has been a breach of an Australian Privacy Principle), you can contact us by email at [info@vict.com.au](mailto:info@vict.com.au).

You may, alternatively, contact us via post at the following address:

Attn: Privacy Officer  
PO Box 5032  
Garden City VIC 3207

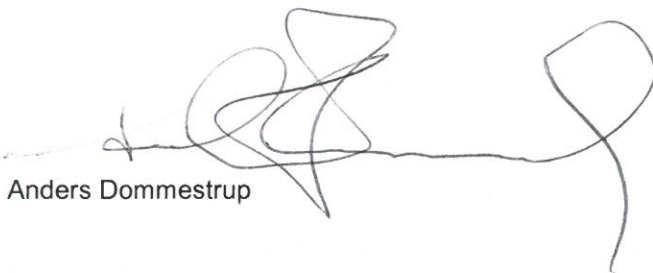
When you contact us, please include:

- your name;
- address and/or email address;
- the nature of the complaint; and
- all relevant information to assist us in responding to your complaint.

We will acknowledge your complaint as soon as practicable after receiving your correspondence or email. We will let you know the next steps in dealing with your complaint.

If your complaint has not been resolved to your satisfaction or you still have a concern, you can contact the Office of the Australian Information Commissioner in any of the following ways:

- online: [www.oaic.gov.au/privacy](http://www.oaic.gov.au/privacy)
- telephone: 1300 363 992
- email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)
- post: GPO Box 5218 Sydney NSW 2001



Anders Dommestrup

CEO  
Victoria International Container Terminal