

PRIVACY POLICY

Coastal Transport Services is committed to the protection of personal privacy. Our commitment to privacy is demonstrated by our adhering to the 10 National Privacy Principles as outlined in the 1988 Privacy Act.

The personal information we collect is for the administration of providing you with our goods and services and to enhance and develop our relationship with you. The information we collect typically consists of contact details and job title or position. A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

POLICY

Coastal Transport Services will collect only information that is relevant and necessary and will collect the information in an unobtrusive manner. Our processing does not prejudice you or your privacy in a way that would override our legitimate interest in pursuing those purposes. In exceptional circumstances we may also be required by law to disclose or otherwise process your personal information. If we do this we require these parties to protect your information the same way we do. We will tell you, when we ask you to provide information about yourself, if provision of the requested information is necessary for compliance with a legal obligation or, on the other hand, if it is purely voluntary. Otherwise you should assume that we need the information for our business or compliance purposes.

You are not required to provide us with any personal information when dealing with us. However, you need to be aware we may not be able to notify you in the event of any product recalls, or any product delivery issues.

Coastal Transport Services will use a variety of physical and electronic security measures including restricting physical access to our offices, firewalls and secure databases to keep personal information secure from misuse, loss or unauthorised use or disclosure.

The Internet is not a secure environment. If you send us information, including your email address, via the internet, it is sent at your own risk.

You have a right to access the personal information we hold about you. Please contact us to ask for access to your information or if you have a complaint concerning the privacy of your information.

WHAT WE MAY COLLECT

- Names
- DOB
- Driver number ID
- Address
- Contact numbers
- Email
- Bank account details
- Background research
- Financial information
- CCTV footage on premises
- Medical conditions
- Tax file number

ACCESS AND RIGHTS

If you share Personal Data with us, you have a right to

- request access (i.e. to ask us what data we have about you, and obtain a copy),
- ask for changes to be made or
- to have the data deleted. This can be done by contacting Human Resources.

If you are concerned about a possible interference with your privacy or misuse of your Personal Data, you can contact Human Resources to make a complaint. However, if you have unresolved concerns you also have the right to complain to competent data protection authorities.

Once your Personal Data is no longer required, we will destroy or delete it in a secure manner.

Reference:
Commonwealth Privacy Act 1988