

Southern Ports Authority is a Government Trading Enterprise, trading as Southern Ports, in accordance with the provisions of the Government Trading Enterprises Act 2023 (WA) and the enabling Port Authorities Act 1999 (WA) (together, the Acts).

The functions of Southern Ports are set out in the Acts, characterised as the facilitation of trade within and through its ports in a commercial, efficient and safe manner to maximise the economic benefit and growth of the State.

This Policy outlines the management and safeguarding of personal information Southern Ports collects and applies to all personal information collected by us for the purpose of undertaking Southern Ports functions and activities.

POLICY STATEMENT

Southern Ports:

- will act with the utmost probity in its use of personal information and will not make use of or disclose personal information except for the primary purpose it was collected, or for a related purpose that would be reasonably expected in carrying out our activities; and
- is committed to upholding the Information Privacy Principles (IPPs) as stated in the *Privacy and Responsible Information Sharing Act 2024*, (PRIS Act) as enabled and amended from time to time.

PERSONAL INFORMATION

Personal information is defined in the PRIS Act as “information or an opinion, whether true or not, and whether recorded in a material form or not, that relates to an individual, whether living or dead, whose identity is apparent or can reasonably be ascertained from the information or opinion...”

Collection of Your Personal Information

We may collect personal information during your activity with Southern Ports. This may be through using our website, emails or through direct engagement as a port user, contractor, an employee or member of our Board of Directors.

The personal information requested may be optional however in some instances laws exist by which Southern Ports are mandated to collect specific personal information. This includes when applying for employment with us or requiring access to our port areas.

Types of Personal Information that may be collected

The types of **personal** information that Southern Ports generally collects and holds include the following (excludes work mobile phone number and email address):

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|----------------------|----------------------------------|-------------------------|
| • Full name | • Street and /or postal address | • Email address |
| • Date of birth | • Mobile and/or telephone number | • Tax File Number |
| • Spouse details | • Images (including CCTV) | • Signature |
| • Health information | • Identity documents | • Financial information |
| | • Preferences or identity | |

Southern Ports may also collect and hold additional information relating to a person that the person provides to Southern Ports and any other personal information that may be required to facilitate a person's dealings with Southern Ports.

Indirect Collection and Third Parties

Where reasonable and practicable to do so, Southern Ports will collect personal information about a person directly from that person. However, in some circumstances Southern Ports may collect

personal information about a person from publicly available sources or from third parties. Examples of such third parties include:

- registered medical practitioners when responding to a regulator's health monitoring, injury, illness, or dangerous incident reporting requirements; or
- if a person applies for a job or contract with Southern Ports, from that person's referees, or any other person or entity they have authorised Southern Ports to contact. With a person's prior consent, Southern Ports may also use a third-party service to ensure that person's employment, educational and identity records are valid and current.

Southern Ports may also collect personal information about a person other than directly from that person with that person's consent or as required or authorised by law.

Collection Notices

When required, Southern Ports will provide a person with a collection notice at or before the collection of that person's personal information. The objective of a verbal or written collection notice is to explain to you what personal information Southern Ports is collecting; why it is being collected; the purposes for which it will be used, stored or disclosed; whether Southern Ports usually discloses personal information of that kind, and if so, the kinds of persons or bodies such personal information is usually disclosed to; how to contact Southern Ports; and the main consequences, if any, of not providing the personal information.

Southern Ports will take reasonable steps to communicate the purposes for which it is requesting the personal information and any law that requires the particular information to be collected (if any), enabling a person to make informed choices about providing their personal information.

STORAGE AND SECURITY OF PERSONAL INFORMATION

Southern Ports will take reasonable steps to store and secure the personal information it holds from misuse and loss; from unauthorised access, modification, or disclosure (including any de-identified personal information); and to ensure the personal information held is accurate, complete, and up to date.

When personal information is no longer required for any purpose for which it may be used or disclosed, and Southern Ports is not otherwise expressly required or authorised by law to retain such personal information, Southern Ports will take reasonable steps to delete the personal information or permanently de-identify it.

Southern Ports implements several security measures to protect personal information. These measures include (but are not limited to):

- ensuring that personnel only access personal information to the limited extent necessary to carry out Southern Ports' business activities or functions.
- restricting system access to authenticated credentials only with monitoring and auditing of such system access.
- ensuring those with access to personal information understand their legal and ethical obligations not to access, use or disclose personal information for unauthorised purposes.
- requiring any third-party providers who access personal information to have acceptable security measures in place to ensure that such personal information is kept secure.
- use of encryption for transferring personal information, including outside of Australia; and
- where reasonably practicable, storing collected personal information within Australia.

Accessing or Correcting Personal Information

A person may request access to documents held by Southern Ports, which contain that person's personal information. A person may also make a request for the correction of their personal information if it is not accurate, complete, or up to date by completing a Freedom of Information

request or by contacting Southern Ports' Privacy Officer on the contact information below. There is no charge associated with this request.

USE AND DISCLOSURE

Use and disclosure of Personal Information

The personal information a person provides to Southern Ports will only be used or disclosed for the primary purpose for which it was collected, or for a related purpose that person would reasonably expect in connection with Southern Ports' activities. Southern Ports may use or disclose personal information for the following purposes:

- to answer a person's enquiry about Southern Ports' services or functions, or to respond to a complaint.
- to assess a person's eligibility prior to granting them a required licence to operate.
- to manage Southern Ports' employment or business relationship with a person.
- to comply with Southern Ports' legal and regulatory obligations.
- as reasonably required to operate the Southern Ports website.
- to deliver services that the relevant person has requested.
- for other purposes, with the relevant person's consent, unless that consent is withdrawn.

Personal information held by Southern Ports will not be used for an automated decision-making process.

Disclosure of Personal Information to third parties

Southern Ports will only use and disclose personal information about a person for the purposes outlined above. Such disclosure may include to:

- Its contractors and service providers (such as IT, recruitment, customer services providers).
- Port users.
- regulatory bodies, government agencies, law enforcement bodies or courts; or
- authorised agents, executors, administrators or legal representatives of a person.

All such third parties are prohibited from using personal information except to provide services to Southern Ports, and they are required to maintain the confidentiality of that personal information.

Secondary Purpose Use or Disclosure

There are some limited circumstances where Southern Ports will use and disclose personal information for a secondary purpose without a person's consent, including where it is required or authorised by or under law to do so, or where a permitted general situation exists, like where Southern Ports reasonably believes that the use is necessary to lessen or prevent a serious threat to the life, health, safety or welfare of an individual or the public.

Southern Ports may also use and disclose personal information if necessary for research, or compilation or analysis of statistics in the public interest, where it is impracticable to seek a person's consent before the use or disclosure or where Southern Ports reasonably believes the recipient will not further disclose the information. Such research or statistics will not be published in a form that will identify a particular person.

Unique identifiers

Southern Ports may apply unique identifiers to a person's personal information, such as an employee number, where it is necessary to enable Southern Ports to perform any of its functions or activities efficiently. The unique identifier will be removed to de-identify any data gathered for reporting or analysis purposes to ensure no connection to any individual's personal information.

CONTACTING US

Southern Ports welcomes all privacy requests, concerns, or feedback about the way it handles personal information.

Please email privacy@southernports.com.au

You may also write to:

Privacy Officer
Southern Ports
PO Box 992
BUNBURY WA 6230

REVIEW AND UPDATE

Southern Ports will update this Privacy Policy at least annually to reflect changes in laws and to reflect its current operations and strategic intent.

Approved by the Board on 23 October 2025.