

Southern Ports Privacy Collection Notice is aligned with our Privacy Policy. We are committed to the protection and responsible use of personal information collected from any party in the process of performing our business activities.

Note that if you do not provide your personal information, we may not be able to provide you with our services or comply with our legal requirements.

INFORMATION THAT WE COLLECT

You will know if we are collecting personal information because we will ask you for it, for example if you submit an online form to contact us or through a telephone conversation. We also have a specific Privacy Collection Notice – HR for recruitment purposes.

WHAT IS PERSONAL INFORMATION?

Under the *Privacy and Responsible Information Sharing Act 2024 (WA)* (PRIS ACT), personal information means “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.”

This includes information of the following types:

- a name, date of birth or address
- contact information
- a unique identifier, online identifier or pseudonym
- information that relates to an individual's location

Personal information can also be classified as sensitive personal information, for example:

- racial or ethnic origin
- health information
- gender identity
- criminal record
- membership of a political association, trade, profession

HOW WE COLLECT THIS INFORMATION

Automatic collection through the website – use of cookies

When you visit our website, some statistical information is collected about how you interact with the website (e.g. when you visited and what pages you viewed etc). We use 'cookies' to collect this type of information. A cookie is a small block of data that is shared between a web server and your computer's browser.

If you do not want cookies to be placed on your computer, you can disable them using your web browser. If you opt out of using cookies, some of the features on our website may not function fully and your ability to browse, read and download information may be impaired.

Automatic collection by third parties

Southern Ports uses third-party tools, including Google Analytics, to collect website usage information such as pages visited and how visitors interact with our website. We use this information to improve our website, services and user experience.

Further information about how these providers handle personal information is available in their privacy policies. Please contact Southern Ports if you wish to know who these providers are.

Email

We will record the details of any email that you send us, and the use of personal information will be in accordance with this Privacy Collection Notice.

USE AND DISCLOSURE

Your personal information will always be dealt with in accordance with the applicable Australian legislation and consistent with our legal obligations. This includes considering the amount of information used or disclosed, its sensitivity, whether you would expect it to be used or disclosed, and any potential harm or loss to you because of the use or disclosure.

Primary Purpose

The personal information you provide us, including through <https://southernports.com.au> will be used for the primary purpose for which it was collected. For example:

- to allow us to respond to your questions or feedback
- where we have asked for a response in our online surveys.

If you specifically provide any sensitive personal information to us – directly, via our website or otherwise – we will assume you have given your consent for it to be collected and used for the primary purpose for which you have provided it.

Other use and disclosure - Secondary Purpose

We may also use or disclose your personal information for a purpose related to that for which it was collected if you have consented to that use or disclosure, or if you would reasonably expect the personal information would be used for that related (secondary) purpose. Before your personal information is used or disclosed for a secondary purpose, we will document that purpose.

HOW WE STORE AND PROTECT PERSONAL INFORMATION

Consistent with the requirements of the PRIS Act and the *WA State Records Act 2000*, we take all reasonable steps to ensure the personal information we collect is held in a safe and secure manner.

Personal information that we hold in our records is managed securely through our record-keeping systems. We safeguard our technology systems against unauthorised access and ensure that paper-based files are physically secured. We also ensure that personal information within our systems is only accessible to staff on a need-to-know basis.

When personal information is no longer required to be retained, we will delete or destroy it in accordance with the *WA State Records Act 2000*.

In the event of a notifiable information breach - arising if there is an unauthorised data breach which is likely to cause you serious harm which cannot be remediated - we will report the breach to you and to the relevant state or commonwealth authority.

ACCESS TO PERSONAL INFORMATION

You may request access to your personal information held by Southern Ports in order to update or correct your personal information if it is not accurate. Access is through lodging 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.

FIND OUT MORE

You can find information about the relevant privacy legislation at:

Western Australian Government:

[Office of the Information Commissioner](#)

Australian Federal Government:

[Office of the Australian Information Commissioner](#)

You can find more information about the [Information Privacy Principles](#) established under the PRIS Act which guide us in determining our collection and management of your personal and sensitive personal information.

CONTACT

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

	<u>Privacy Officer</u>	<u>Freedom of Information</u>
Email	privacy@southernports.com.au	foi@southernports.com.au
Post	Privacy Officer Southern Ports PO Box 1049 WEST PERTH WA 6872	
Web		www.southernports.com.au/freedom-information

We may update this Privacy Collection Notice from time to time to reflect changes in our practices or legal obligations. The latest version will always be available on our website at [Privacy & Security | Southern Ports](#)