



# OFFSHORE & SPECIALIST SHIPS AUSTRALIA

## PRIVACY POLICY

### **OFFSHORE & SPECIALIST SHIPS AUSTRALIA LTD. AND THE AUSTRALIAN PRIVACY ACT 1988**

The Australian Privacy Act 1988 requires many legal entities to adopt and publish its Code of Practice concerning its collection, management and use of personal information that it acquires from particular sources.

These sources may be individuals, companies and Australian government agencies. Many organisations are exempt. 'OSSA' is exempt because its annual turnover last year was under \$3 million.

However, because we have dealings with organisations (such as 'Apple Inc. '), which are subject to the Privacy Act, they may, through such dealings, be accountable for our practices.

'OSSA', consistent with its charitable status, has resolved to adopt and publish a Privacy Policy. The policy was drafted in terms that satisfy the 13 Australian Privacy Principles (APP) enumerated in the Privacy Act 1988.

#### **APP 1 OPEN AND TRANSPARENT MANAGEMENT OF PERSONAL INFORMATION**

This Privacy Policy is available on the website, [www.offshorespecialistships.com](http://www.offshorespecialistships.com) and upon request to 'Off Shore and Specialist Ships Australia Ltd', PO Box 215, Malvern VIC 3144.

#### **APP 2 ANONYMITY AND PSEUDONYMITY**

Whenever practicable, persons may provide information to 'OSSA' anonymously or pseudonymously. However, there are circumstances whereby the burden of inconvenience, time and cost of dealing with such an individual may be excessive or, that Australian law prohibits it being so provided.

#### **APP 3 COLLECTION OF SOLICITED PERSONAL INFORMATION**

3.1 'OSSA' only collects personal information directly from persons.

3.2 Sensitive personal information such as a person's race, ethnicity, religion, health, trade union membership and political opinion is not collected by 'OSSA'.



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### **APP 4 DEALING WITH UNSOLICITED PERSONAL INFORMATION**

If the nature of the personal information could have been solicited pursuant to APP3, it may be used in accordance with APP3. If not, the information will be destroyed or de-identified.

### **APP 5 NOTIFICATION OF COLLECTION OF PERSONAL INFORMATION**

Should 'OSSA' obtain personal information from a source other than its subject, 'OSSA' will take reasonable steps to inform such person of its acquisition and the source of such personal information.

### **APP 6 THE USE OR DISCLOSURE OF PERSONAL INFORMATION**

6.1 Personal information collected by 'OSSA' will only be used by it reasonably and directly pursuant to its 8 charitable purposes. These purposes are identified on 'OSSA's' website.

6.2 'OSSA' only discloses the personal information of a person to the a third party with the consent of the former unless the disclosure is required by law.

### **APP 7 DIRECT MARKETING**

OSSA does not use personal information obtained by it for the purpose of promoting of goods and services.

### **APP 8 CROSS-BORDER DISCLOSURE OF PERSONAL INFORMATION**

'OSSA' does not disclose personal information, which it holds to a recipient who is not in Australia or in its external territories.

### **APP 9 ADOPTION, USE OR DISCLOSURE OF GOVERNMENT RELATED IDENTIFIERS**

'OSSA' does not use government related identifiers. Examples of government related identifiers include Medicare numbers, Driver Licence numbers, Passport numbers, and Tax File numbers.



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### **APP 10 QUALITY OF PERSONAL INFORMATION**

10.1 'OSSA' is dedicated to ensure that personal information it holds is relevant, accurate, up-to-date and complete.

10.2 Accordingly, the person or persons who are the providers of personal information must promptly notify 'OSSA' of any changes to such information from time to time.

10.3 Such notification must be communicated to the Secretary of 'OSSA' in writing, or if given orally, confirmed in writing.

### **APP 11 SECURITY OF PERSONAL INFORMATION**

11.1 'OSSA' has designated its Secretary as the custodian of the personal information it collects.

11.2 The Secretary holds such information in a secure and confidential state in order to prevent its misuse, loss, interference, unauthorized disclosure or access.

### **APP 12 ACCESS TO PERSONAL INFORMATION**

12.1 Access to personal information may only be obtained for the sole purpose of achieving or advancing one or more of 'OSSA's' charitable purposes.

12.2 The decision whether to grant or deny access lies in the sole discretion of the Secretary.

### **APP 13 CORRECTION OF PERSONAL INFORMATION**

Responsibility for the collection of personal information which 'OSSA' holds, rests upon the Secretary who may, of his or her own initiative, or upon receipt of notification from a provider of personal information, amend the personal information in his or her custody.

Approved by OSSA Board Oct 2021 Reviewed for endorsement Aug 2023.