



**Price and Speed Containers PTY LTD**  
17 Baker St, Botany 2019, NSW, Australia  
info@priceandspeed.com.au  
www.priceandspeed.com.au  
(02) 9666 6565

## Privacy statement

### *Protecting your privacy*

We at price and speed Pty. Ltd are committed to providing you with the highest levels of customer service. This includes protecting your privacy

Set out below is information that we are required to record by Customs Act 1901 Section 77N-conditions of a depot licence-general. We recommend that you keep this information for future reference

### *Your personal information*

Personal information held by us includes you Full name, Date-of-Birth, Current Address, Contact Number(if applicable) drivers licence number and or name of person visiting we also reserve the right to hold date, time and entry this information will be securely stored for at least 7 years.

### *How we collect your personal information*

We collect your personal information

- Directly from you through;
  - Drivers licence
  - Written form
  - Passport
  - MSIC
  - ASIC
- From third parties such as your employer
- From our own records

### *How we use your information*

Your personal information may be used to:

- Verify your identity
- If required may be released to commonwealth state or territory officials
- Recorded in our database for date and time of entry to our depot

In addition, we may disclose your personal information to the following:

- Your authorised representatives or your legal advisors (e.g. when requested by you to do so);
- Fraud checking agencies
- Our professional advisors( auditors and legal advisors)
- Government and regulatory authorities and other organisations as required or authorised to do so by law

### *Help us ensure we hold accurate information*

We take all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate and up to date

However the accuracy of the information depends to a large extent on the information you provide this is why we recommend that you let us know if there is any errors in your personal information and keep us up to date whether or not if there is any changes made to your full name address and other necessary requirements.

### *Access of your personal information*

You have the right to access your personal information, subject to some exceptions allowed so by common law, if you would like to do so please let us know, you may be required to put your request in writing for security reasons

We reserve the right to charge a fee for searching for and providing access to your information

### *How to contact us*

If you have any questions in relation to privacy contact us on (02) 9666 6565 between 8:30 through to 17:30 Monday to Friday alternatively you can write to us at [Michaelw@priceandspeed.com.au](mailto:Michaelw@priceandspeed.com.au)



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## Policy

To ensure that Price and Speed Pty. Ltd. meets its commitment to customers in the relation to the protection of their personal information and its privacy obligation under law by

- Identifying the sources of privacy obligation
- Identifying key responsibilities
- Delivering the privacy compliance

This policy gives effect to the privacy and its commitments set out in privacy statement

## Application

This is a Company policy of Price and Speed Pty. Ltd and it applies to all Price and speed employees and contractors and to any other person who is notified that this Company Policy applies to them. Subject to Price and speed company policies it applies to each employee and contractors

## Policy

1. At price and speed, privacy matters to everyone, in particular how we:
  - Collect, use, disclose and protect customer information.
  - Assess the impact that statutory law take effect that applies to this policy
2. Price and speed recognises that customers are entitled to expect that the privacy of their information will be protected. Price and speed commitment to this is expressed publically in Price and speed privacy policy
3. As an essential part of commitment to comply with the law, Price and speed treats the protection of customer information and retention of information and privacy compliance with integrity. Price and Speed, its employees and contractors are legally obliged to protect the information of customers and other persons.

## Price and Speed Privacy obligations

4. There are a number of different pieces of Australian legislation that Price and Speed must comply with when dealing with Customer information. Primarily, these includes the privacy act 1988 which sets out National Privacy Principles
5. The key obligation that impacts Price and speed day to day business are summarised below these obligations must always be considered in light of Price and Speed privacy statement which expresses Price and Speeds commitment to its customers. This policy and the Price and speed privacy statement are high level summaries of Price and speeds privacy obligations. If you have specific queries relating to privacy matters refer them to your privacy manager or legal Counsel.

## Collection of customer information

6. Customer information must be collected :
  - Upon entering the premises at reception or bonded office
  - If it is necessary for one or more Price and speeds Business activities or functions
  - By lawful and fair means
  - From the relevant individual, if reasonable and practice to do so.
7. Price and speed's privacy statement sets out the types of personal information collected by Price and Speed.

## Use and Disclosure

8. Customer information must only be used and disclosed for the primary purpose it was collected (eg: to supply to Australian Customs and border securities) or related purpose if the customer would reasonably expect Price and Speed to use or disclose their information for such a related purpose or if the customer has consented to such use or disclose or in limited circumstances where dealing with government bodies and law enforcement agencies.
9. Price and speed Statement sets out how we use customer information

## Protection of customer information

10. Reasonable steps must be taken to protect customer information from misuse, loss and unauthorised access, modification and disclosure



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## *Key Responsibilities*

### *All Employees, contractors and consultants*

11. As privacy matters to everyone, you:
  - Must comply with this policy at all times by following relevant internal procedures
  - Are responsible for completing Price and Speed privacy awareness training, raising any lack of understanding with your manager and participating in privacy awareness activities
  - Must not engage in behaviour, or ignore or allow behaviour by others, that breaches this policy
  - Must prominently raise issues or suspected breaches of this policy, with your supervisor manager or legal council
12. If you are a manager you lead by example and demonstrate a strong commitment to privacy compliance, by:
  - Identifying privacy compliance risks and implementing appropriate controls to manage those risks.
  - Ensuring your team members know their business privacy manager and have completed Price and speeds privacy training
  - Taking appropriate action to deal with privacy issues, such as remedial and preventative actions.
13. If you are a managing director, you are further responsible and accountable in your business for:
  - Setting the appropriate tone that consistently conveys commitment to this privacy policy and communicating that commitment.
  - Appropriately resourcing your privacy manager who has responsibility for:
    - Delivering the company privacy program
    - Managing privacy risks
    - Providing privacy advise and assistance to colleagues
    - Requiring privacy impact assessments of new products and technology and or services
    - Ensuring the privacy compliance requirements are implemented and mandatory training is completed
14. Price and Speed will continue to:
  - Commit the resources necessary to support effective privacy compliance.
  - Review and maintain training, processes and practices to meet changes and developments in the Law and in Price and Speed operations.

## *Breach of policy*

If you do not comply with this policy, you may face disciplinary action under Price and Speed disciplinary action may involve written or verbal warning, in serious case, termination of employment or engagement with Price and Speed.

If you break the law you are personally liable.