

COMFORTDELGRO CABCHARGE - VICTORIA ONLINE PRIVACY

POLICY Background

From 21 December 2001, the Privacy Act 1988 ('the Act') has extended to private sector organisations, including CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities). The Act requires private sector organisations like us to comply with 10 National Privacy Principles (NPPs). The NPPs establish minimum standards in relation to the collection, holding, use disclosure, management, access, correction and disposal of Personal Information about natural persons.

Scope

This Privacy Statement applies to Information collected by CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) about natural persons. In the event of any inconsistency between the provisions of this Privacy Statement and such other specific provisions, the latter shall prevail.

Commitment

CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) is committed to protecting the privacy and security of Personal Information collected about you. This Privacy Statement explains how we will handle the Personal Information collected about you. From time to time, we may amend information provided, including this Privacy Statement. Consequently, you are encouraged to inquire about this Privacy Statement on a regular basis.

Personal Information

'Personal Information' means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained from the information.

Collection of personal information

The type of Personal Information that CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) collects about you is for pay, operational and contact purposes. The purpose of collection and the minimum information that you must provide us, will be conveyed to you at the time of collection.

Use and disclosure of Personal Information

How we use and disclose Personal Information collected about you

CDC Victoria 2 ABN 11 006 822 439 (and related entities) may use and disclose Personal Information collected about you:

- for the purposes outlined at the time of collection;

- for purposes directly related to those purposes outlined at the time of collection;
- to keep you informed of Operational Changes;
- when CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) is required or authorised by or under law to disclose the information;
- when reasonably necessary to protect or enforce CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) legal rights or interests or to defend any claims made against CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) by any person;
- when otherwise permitted by the Act.

If you wish to restrict information for the above purposes please advise us in writing as soon as practical. Otherwise, we will treat the Personal Information collected about you in confidence. We will not sell, trade, rent or give away that Personal Information without your consent. Telephone Contact numbers will be issued to other staff unless you advise accordingly.

Data Security

Security

We all take reasonable steps to protect Personal Information from misuse and loss, unauthorised access, modification or disclosure. Our personnel are trained to treat Personal Information with the utmost confidentiality. If you become aware of any security breach, please let us know as soon as possible. When Personal Information is no longer required, reasonable steps are taken to protect it or permanently de-identify the information.

Access and Correction

Access

If you would like to access or correct Personal Information collected about you please advise us in writing as soon as practical. CDC Victoria 2 P/L ABN 11 006 822 439 (and related entities) will generally allow you to access such information at convenient times.

Correction

If you believe that any Personal Information collected about you is inaccurate, incomplete or out of date, please advise us in writing as soon as practical..

Contact details and complaints

If you feel that this Privacy Statement is not being followed, please advise us in writing as soon as practical. Address all correspondence to:

The IT Manager
CDC - Victoria
P.O. Box 418
FOOTSCRAY, VICTORIA, 3011

Related Entities

The following entities are 100% wholly owned subsidiaries of ComfortDelGro Carcharge, and are covered by this privacy statement:

Altona Bus Lines Pty. Ltd.	ABN	30 004 637 512
H A Davis Motor Service Pty. Ltd.	ABN	50 004 640 895
Eastern Suburbs Omnibus Services Pty. Ltd.	ABN	51 004 231 396
CDC Victoria 2 Pty. Ltd. (Trading As Footscray – Yarraville Bus Service)	ABN	11 006 822 439
North Sunshine Bus Service Pty. Ltd.	ABN	97 004 488 448
Pivot Bus Services Pty Ltd (Trading As Benders Busways)	ABN	29 092 432 614
Point Cook Werribee Passenger Service Pty. Ltd.	ABN	70 004 400 766
W Sinclair & Sons Pty. Ltd.	ABN	67 004 482 142
CDC Victoria 4 Pty. Ltd.	ABN	16 004 368 156
Western Coach Service Pty. Ltd.	ABN	45 005 129 233
St Albans Bus Service Pty. Ltd.	ABN	95 006 846 733
West Transit Bus Lines Pty. Ltd.	ABN	49 004 740 078