



Privacy Policy Statement

Empire Marina Bobbin Head Pty Ltd, hereafter referred to as Empire Marinas, takes privacy seriously. In December 2000, the Privacy Amendment (Private Sector) Act 2000 (the Amendment Act) was passed by federal Parliament. The new Act came into effect for most organisations covered by the Privacy Act on 21 December 2001. There are 13 National Privacy Principles which are set out on the quick reference guide published by the Australian Government.

Empire Marinas currently retains and will from time to time collect, information from its customers and other associated groups and individuals. This information is collected and used primarily for purposes relating to customer contact, in order to provide information in the form of newsletters, faxes, flyers, and other material relevant to assisting customers in understanding the services provided by Empire Marinas and to invite their further participation and for conducting business either through providing its services or seeking services and arranging payments thereof.

Information that is retained by Empire Marinas is updated upon receipt of notification of changes and is protected from distribution outside of Empire Marinas except with the permission of each relevant company or individual.

Customers and other associated groups or individuals can at any time request from Empire Marinas the type of information that is retained about them. Access to information about any individual or company can be given to them, except to the extent that such information might conflict with the provisions of the Privacy Principles.

Wherever possible Empire Marinas will offer customers the option of not identifying them in any transactions where information is collected or retained, if relevant or practical.

Information will not be provided to foreign countries unless an express authority is received by the relevant customer, company or individual or the company is compelled by law.

Sensitive information will not be collected about individuals unless Empire Marinas is provided with an express authority and the National Privacy Principles apply.

Privacy Officer

Empire Marinas has designated a staff member as its Privacy Officer. Details for contacting the Privacy Officer are:

John Lawler
johnl@empiremarinas.com.au
Director
Empire Marina Bobbin Head
PO Box 3200
Nth Turrumurra NSW 2074

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Changes to information retained by Empire Marinas

If information retained by Empire Marinas requires changes please write or email the Privacy Officer

Requests for information

Information regarding marina and customer services and other relevant information can generally be obtained by phone, fax, in person, email or the Empire Marinas website at www.empiremarinas.com.au

Personal details provided to Empire Marinas in order to supply requested information or services would only be retained in order that the supply of information and services may be undertaken.

Requests for anonymity

Will be offered to customers and others seeking or providing information in all correspondence as well as electronic media (website and email).

Important links and contact details

For full details regarding the National Privacy Principles including all clauses and legislation:

www.privacy.gov.au

The Privacy Commissioner can be contacted at:

Telephone: 1300 363 992 (for the cost of a local call anywhere in Australia)

TTY: 1800 620 241 (this number is dedicated for the hearing impaired only)

Post: GPO Box 5218, Sydney NSW 1042

Facsimile: +61 2 9284 9666

E-mail: privacy@privacy.gov.au



from 12 March 2014

APP 1 — Open and transparent management of personal information

Ensures that APP entities manage personal information in an open and transparent way. This includes having a clearly expressed and up to date APP privacy policy.

APP 2 — Anonymity and pseudonymity

Requires APP entities to give individuals the option of not identifying themselves, or of using a pseudonym. Limited exceptions apply.

APP 3 — Collection of solicited personal information

Outlines when an APP entity can collect personal information that is solicited. It applies higher standards to the collection of 'sensitive' information.

APP 4 — Dealing with unsolicited personal information

Outlines how APP entities must deal with unsolicited personal information.

APP 5 — Notification of the collection of personal information

Outlines when and in what circumstances an APP entity that collects personal information must notify an individual of certain matters.

APP 6 — Use or disclosure of personal information

Outlines the circumstances in which an APP entity may use or disclose personal information that it holds.

APP 7 — Direct marketing

An organisation may only use or disclose personal information for direct marketing purposes if certain conditions are met.

APP 8 — Cross-border disclosure of personal information

Outlines the steps an APP entity must take to protect personal information before it is disclosed overseas.

APP 9 — Adoption, use or disclosure of government related identifiers

Outlines the limited circumstances when an organisation may adopt a government related identifier of an individual as its own identifier, or use or disclose a government related identifier of an individual.

APP 10 — Quality of personal information

An APP entity must take reasonable steps to ensure the personal information it collects is accurate, up to date and complete. An entity must also take reasonable steps to ensure the personal information it uses or discloses is accurate, up to date, complete and relevant, having regard to the purpose of the use or disclosure.

APP 11 — Security of personal information

An APP entity must take reasonable steps to protect personal information it holds from misuse, interference and loss, and from unauthorised access, modification or disclosure. An entity has obligations to destroy or de-identify personal information in certain circumstances.

APP 12 — Access to personal information

Outlines an APP entity's obligations when an individual requests to be given access to personal information held about them by the entity. This includes a requirement to provide access unless a specific exception applies.

APP 13 — Correction of personal information

Outlines an APP entity's obligations in relation to correcting the personal information it holds about individuals.