



Privacy Policy

ASP Ship Management Group (ASP) is committed to ensuring that we handle private information about individuals in accordance with applicable legal obligations. It is important to ASP that individuals dealing with us are confident that we respect their personal information and do not interfere with their privacy when handling this information.

ASP abides by the Privacy Principles under the relevant Privacy Act.

Collection of Information

ASP will only collect personal information about employees and non-employees necessary for the operations of ASP. Typically this includes a persons name, address, date of birth, gender, salary, tax file number, employment history, claims history, health information and any other required information. This information is held in a format that identifies the person. ASP usually collects this information either from the employee or direct from the person concerned in the case of non-employees. ASP may also collect financial and personal details relevant to the services provided to you by ASP or the services you provide ASP.

ASP will at all times endeavour to collect personal information directly from the individual to whom the information relates. However, in certain situations it may not be possible to do this and as such ASP may collect information about you from third parties. If this occurs ASP will take all reasonable steps to ensure that these parties collect personal information in accordance with their responsibilities under the Act.

Use and Disclosure of Personal Information

Personal information will only be used or disclosed for the purpose for which it was collected. In the ordinary course of business, ASP may need to pass information to other organisations, such as:

- The persons Superannuation Fund, Trustee and Administrators;
- Insurance brokers and/or insurers;
- Government bodies, regulatory or other agencies to whom ASP is required to disclose personal information by law;
- the ASP's legal and other professional advisers; and
- Document storage, printing and collating companies.

ASP is also bound by obligations of confidentiality. We do not sell or rent out any of the information we hold on personnel and protect the security of that information in accordance with regulatory requirements and industry practice.

Accessing Personal Information

Any person can access his or her own personal information by contacting the Company's Contact Officer. If the information held by ASP is inaccurate, incomplete or not up-to-date, a person may request ASP to correct the information, but only as it relates directly to the person making the request.

There are some circumstances in which ASP is entitled to deny access to information. These include circumstances where such information is used in confidential decisions or in a commercially sensitive decision-making process, where the privacy of others may be breached if the information was accessed or where the law requires or authorises such access, to be denied. The Company's Contact Officer will advise if any of these circumstances apply.

If anyone is concerned about a possible interference with privacy, they should contact the Company's Designated Person.

Security

ASP takes appropriate measures to ensure the security of personal information and to protect it against unauthorised access, misuse or loss by ensuring such files are kept in a secure, lockable filing cabinet and any computer system through a password protected system.

Authorised by:



David Borcoski
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1st April 2011

Authorised by:



Robert Bird
Group Chief Operating Officer
1st April 2011