



Privacy Policy and Guidelines

ASP Ship Management (ASPSM) is committed to ensuring that we handle private information about individuals responsibly.

It is important to ASPSM that individuals dealing with us are confident that we respect their personal information and do not interfere with their privacy when handling this information.

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

ASP holds and uses personal information about employees and non-employees. Typically this includes a person's 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. These records are necessary for the operations of ASPSM.

ASP usually collects this information either from the employee, or direct from the person concerned in the case of non-employees.

In the ordinary course of business, ASPSM may need to pass information to other organizations, such as:

- The person's superannuation Fund, Trustee and Administrators;
- Insurance brokers and/or insurers;
- Government bodies;
- the Company's legal and other professional advisers; and
- Document storage, printing and collating companies.

ASPSM 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.

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

There are some circumstances in which ASPSM 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 Privacy 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.

Issued by:

David Hutchinson
Group Health, Safety &
Environment Manager

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Authorised by:

David Borcoski
Group Managing Director

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Authorised by: