

# Privacy Policy & Privacy Notice

**Data privacy is of high importance for Shipping Australia Ltd and we want to be open and transparent with our processing of your personal data. This Privacy Policy is written in accordance with GDPR to give you access to and control over your data in a clear and transparent way, and on the following basis:**

**Transparency** – We will always tell you what data we’re collecting about you and how we use it. Our Privacy Notice is written in plain English and you may contact any queries or by email [admin@shippingaustralia.com.au](mailto:admin@shippingaustralia.com.au) or by phone +061 (02) 9266 9900.

**Security** – We are committed to always follow industry best practices to ensure your data is stored safely and securely. We protect the confidentiality, accuracy and availability of the information we collect about you.

**Control** – We will always give you control over the information and marketing you receive from us. You can choose the types of messages you receive and whether you want to stop receiving communications.

This policy establishes how we handle information we learn about you when you visit our website, please also read our Privacy Notice to view in more detail our policy on what we collect, how we use it, and your rights in additions to and aside from this site.

## Linkages Characteristics & Links

The specific practices outlined in this privacy statement apply to the Shipping Australia Ltd website. Throughout the Shipping Australia Limited website, you will find links to third party websites. Please note that Shipping Australia Limited is not responsible for the privacy policies or content on third party websites and you are encouraged to review the privacy statements of other bodies/entities when visiting their website(s).

## Purpose Specifications and Data Collection

In general, you can browse the Shipping Australia Limited website without disclosing any information about yourself. If you visit the Shipping Australia Limited website to read or download information, we may collect and store only the following information that is automatically recognised: the date and time, the originating IP address, the domain name, the type of browser and operating system used (if provided by the browser), the URL of the referring page (if provided by the browser), the information requested in relation to the Shipping Australia Magazine and requests for on-line training (as provided) by Shipping Australia Limited.

## Visitor's Choice

Shipping Australia Limited views the customer information that it collects as a valuable and confidential asset of which we take great care to ensure its safety.

You may choose to register and receive promotional or marketing information from Shipping Australia Limited.

We use the information for three general purposes: to fulfil your requests for certain areas of the website, to contact you if needed, and to help us maintain the website software and hardware.

If you choose to register, your information will no longer be anonymous and will be available to Shipping Australia Limited staff for the purpose of communicating with newsletters, marketing or promotional materials and other information that may be of interest to you. If you change your mind and no longer want us to contact, you for one or more purpose then please [contact us](#).

# Privacy Notice

## Who is the controller of your personal data?

Shipping Australia Limited is the controller of the personal data that you submit and is responsible for your personal data under applicable data protection law.

Registered office:  
Shipping Australia Limited  
Level 1 101 Sussex Street  
Sydney NSW 2000  
Australia

Correspondence address:  
PO Box Q388  
Sydney NSW 1230  
Australia

## What data do we collect?

### Personal Data

While using our services, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you ("Personal Data"). Examples of this data are:

- Email address
- First name and last name
- Company name

- Phone number
- Address, State, Province, ZIP/Postal code, City

We may use your Personal Data to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications from us by following the unsubscribe link or instructions provided in any email we send.

### **Usage Data**

We may also collect information via our website about how the services are accessed and used ("Usage Data"). This Usage Data may include information such as your computer's Internet Protocol address (e.g. IP address), browser type, browser version, the pages of our website that you visit, the time and date of your visit, the time spent on those pages, unique device identifiers and other diagnostic data.

### **Where do we store your data?**

The data that we collect from you is stored within Australia

### **How do we protect your data?**

Your data is held electronically and we have administrative, physical, and technical safeguards to protect it.

### **How long do we hold your data?**

We keep your data for as long as you require communications from us. If you no longer require communication from us for any reason, then your data is deleted from our files. The only exception to this is for accounting and bookkeeping purposes where records will be held for a minimum length of time in accordance with the Australia's tax regulations.

### **Who can access your data?**

Your data is accessible only within Shipping Australia Limited and by its data processors.

### **What is the legal basis for processing?**

Your data will be processed based on one or more of the following:

- You have given us permission to contact you
- You have entered into a contract with us for advertising or subscriptions
- The processing is in our legitimate interests and it's not overridden by your rights
- For payment processing purposes
- To comply with the law

### **What are your rights?**

**Right to access:**

You have the right to request information about the personal data we hold on you at any time. You can contact Shipping Australia Limited and we will provide you with all the personal data we have for you.

**Right to portability:**

Whenever Shipping Australia Limited processes your personal data, by automated means based on your consent or based on an agreement, you have the right to get a copy of your data transferred to you. This only includes the personal data you have submitted to us.

**Right to rectification:**

You have the right to request rectification of your personal data if the information is incorrect, including the right to have incomplete personal data completed.

**Right to restrict processing:**

You have the right to request the restriction of us processing your data if you feel the data we hold is inaccurate, has been unlawfully processed, you require we hold it only for legal purposes or whilst an objection to our processing is being investigated.

**Right to erasure:**

You have the right to erase any personal data processed by Shipping Australia Limited at any time except for the following situations:

- you have an ongoing matter with Shipping Australia Limited
- you have an open magazine subscription which you require us to fulfil
- you have an unsettled debt with Shipping Australia Limited
- if you have made any purchase for advertising, subscriptions or other product, we will keep your personal data in connection to your transaction for book-keeping purposes

**Right to object to processing based on legitimate interest:**

You have the right to object to processing of your personal data that is based on Shipping Australia Limited's legitimate interest. Shipping Australia Limited will not continue to process the personal data unless we can demonstrate legitimate grounds for the process which overrides your interest and rights or due to legal claims.

**Right to object to direct marketing:**

You have the right to object to direct marketing, including profiling analysis made for direct marketing purposes.

**How can you exercise your rights?**

- following the instruction in marketing emails
- Email your request to [admin@shippingaustralia.com.au](mailto:admin@shippingaustralia.com.au)
- Telephone one of our team on +61 (02) 9266 9900
- Write to us at: Shipping Australia Limited, PO Box Q388 Sydney NSW 1230 Australia

**Right to complain with a supervisory authority:**

If you consider Shipping Australia Limited processes your personal data in an incorrect way you can [contact us](#). You also have the right to raise a complaint to a supervisory authority if you think that our processing of your personal data infringes data protection laws by complaining to a supervisory authority responsible for data protection. You may do this in the EU member state of your habitual residence, your place of work or the place of the alleged infringement, in the UK this is the [Information Commissioner's Office](#).

**Links to Other Sites:**

Our products may contain links to other sites that are not operated by us. If you click on a third party link, you will be directed to that third party's site. We strongly advise you to review the Privacy Policy of every site you visit. We have no control over and assume no responsibility for the content, privacy policies or practices of any third party sites or services.

**Updates to our Privacy Notice:**

We may need to update our Privacy Notice. The latest version of the Privacy Notice is always available on our website. We will inform you if this Notice is updated.