

# PRIVACY POLICY



Bhagwan Marine is committed to the Australian Privacy Principles (APP's) contained within Schedule 1 of the Privacy Act (1988) including The Privacy Amendment (Notifiable Data Breaches) Act 2017 No. 12, 2017 that outlines the company's responsibilities for the handling, use and management of personal information.

All employees have the right to know why their personal information is being collected, how it is being used, who will have access to the data and who it will be disclosed to as/or when required. In addition, all employees have full access to their own personal data held by the company. Personnel can ask for such information to be updated and or corrected where they believe that their personnel information has been falsified, misrepresented, mishandled or inappropriately disclosed.

Bhagwan Marine is committed to the APP's by:

- Ensuring the secure management of personal information that is accurate, up to-date, complete, relevant and secure within an open and transparent management process in compliance with Company's 'Sensitive Information Matrix';
- Applying the requisite standards of privacy for personal information whilst advising the owner of its collection and storage and by providing the owner reasonable access to the information as requested;
- Abiding by the principles of disclosure of personal information as advised by the APP whilst preventing misuse, interference and loss from unauthorised access modification or disclosure;
- Ensuring that steps are in place to protect personal information before disclosure to local and/or overseas agencies;
- Taking all reasonable steps to protect the personnel information Company holds from misuse, interference and loss, and or from unauthorised access, modification or disclosure.
- Appropriately destroying or de-identifying personal information where the information is no longer required by Company in accordance with Company's Record Management Procedures.

Any employee or any person who believes that they have mistakenly or purposely been given access to the Company's personnel information is to report any access to the HR/IR Manager whilst ensuring the security of the data.

The HR/IR Manager will investigate and report on any breaches of the Australian Privacy Principles (APP's) to the Managing Director.

Bhagwan Marine Management takes the secure storage of personnel information seriously and breaches of this policy may be subject to disciplinary action.

This Policy shall be reviewed at intervals not exceeding 2 years and/or where there is a breach of the Policy.

**Loui Kannikoski**  
Managing Director