

# **Privacy Policy**

Effective Date: 22 September 2025

Alkira Transport acknowledges the Traditional Custodians of the lands on which we operate, and we pay our respects to Elders past and present. We recognise and celebrate the continuing connection of Aboriginal and Torres Strait Islander peoples to land, waters and community.

Alkira Transport Pty Ltd

ABN - 32 689 630 724 Level 34, 1 Eagle Street, Brisbane QLD 4000 Tel: 1300 888 786 www.alkiratransport.com.au



Alkira Transport ("we", "our", "us") respects your privacy and is committed to protecting personal information in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs).

This policy explains how we collect, use, store, and protect your information when you interact with us.

#### 1. Information We Collect

We may collect personal information such as:

- Name, address, phone number, and email address
- Payment and billing details
- Employment information (if applying for a role with us)
- Vehicle, freight, or service details relevant to our operations

We only collect information necessary to provide our services and meet legal obligations.

#### 2. How We Use Your Information

We use personal information to:

- Deliver and manage our transport services
- Communicate with customers, suppliers, and employees
- Process payments and accounts
- Meet regulatory and safety requirements (including Chain of Responsibility obligations)
- Improve our services and website

We do not sell or rent your personal information to third parties.

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# 3. Sharing Your Information

We may share information with:

- Trusted service providers (e.g. IT, finance, or compliance partners)
- Regulators, insurers, or law enforcement, where legally required
- Contractors and suppliers directly involved in providing our services

All third parties are required to handle your information securely and lawfully.

# 4. Data Security

We take reasonable steps to protect personal information from misuse, loss, unauthorised access, or disclosure. This includes secure systems, staff training, and restricted access to sensitive data.

#### Access & Correction

You have the right to:

- Access the personal information we hold about you
- Request corrections if the information is inaccurate or out of date

Requests can be made by contacting us (see details below).

## 6. Website & Cookies

Our website may use cookies to improve user experience and track site performance. These do not collect personally identifiable information unless you provide it directly.

### 7. Contact Us

If you have questions, concerns, or wish to make a privacy complaint, please contact:

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Alkira Transport – Privacy Officer

Email: admin@alkiratransport.com.au

Phone: 1300 888 786

Address: PO Box 256, Fairfield NSW 1860

We aim to respond to all privacy-related queries within 30 days.

# 8. Policy Updates

We may update this Privacy Policy from time to time. The latest version will always be published on our website.

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