

Application for accreditation as a provider of taxi-cab network services

August 2015

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Application for accreditation as a provider of taxi-cab network services

Instructions to applicants

1. This form should be completed by persons applying for accreditation as a provider of taxi-cab network services.
2. If the applicant is already an operator, the applicant is able to apply for accreditation as a provider of taxi-cab network services by completing and submitting the Supplementary Permit form.
3. The applicant may be any of the following:
 - an individual
 - a partnership (meaning two or more people acting under a legal partnership agreement)
 - a company
 - a co-operative
 - an incorporated association
 - a body corporate (other than a company, co-operative or incorporated association)
 - an unincorporated body or association (other than a partnership).
4. Complete the required parts of the form in BLOCK LETTERS and sign and date in the spaces indicated.
5. It is important that you provide all relevant information with this form. Under the *Transport (Compliance and Miscellaneous) Act 1983 (Vic)* ('the Act'), a decision must be made about your application within 30 days of receiving the application.
6. Providing false or misleading information in this form is an offence under the Act.
7. If accredited as a provider of taxi-cab network services, information (including information provided in this application) will be published on a 'register of taxi industry participants', specifically:
 - the Taxi-cab Network Service Provider's name
 - the Taxi-cab Network Service Provider's business contact details including a telephone number, facsimile number, postal address, email address and internet address
 - details of any further taxi-cab network services provided by the Taxi-cab Network Service Provider's
 - and where the information is available, the number of taxi-cabs or drivers that subscribe to booking services provided by the Taxi-cab Network Service Provider's.

Be aware that these details will be publicly available. If your personal and business details are the same, you may wish to consider establishing separate business details before submitting this application form.

If you are submitting this application as an individual, complete **Section A, C, D** and **E**. Do not complete **Section B**.

If you are submitting this application as a part of a partnership, company, co-operative, incorporated association, or body corporate complete **Section B, C, D** and **E**. Do not complete **Section A**.

Please return this signed application with all required supporting documentation (refer to Section D) to the Taxi Services Commission (TSC).

In-person

Taxi Services Commission
Lower Ground Floor, 1 Spring Street
Melbourne VIC 3000
Hours: Monday to Friday 9.30am to 4.00pm

Mail

Taxi Services Commission
GPO Box 1716
Melbourne VIC 3001

Application for accreditation as a provider of taxi-cab network services

Section A: Your Details (individual applicant only)



Information provided in the 'bolded boxes' will be published on a Public Register (register of taxi industry participants).

Title (please circle) Mr Mrs Ms Miss



Surname/family name

First name/given name

Second name

Third initial

Residential address – your residential address will be included on the Public Register if a business address is not provided

Business address



Postal address – if different from above

Telephone – business



Telephone – mobile

Fax



Email address

Australian Business Number (ABN) (if applicable)

Relevant Persons

Each Relevant Person must provide their details below. Refer to the definition of 'Relevant Person' on page 12.

Relevant Person 1

Name

Capacity*

Address

Date of birth

Driver Licence**

Relevant Person 2

Name

Capacity*

Address

Date of birth

Driver Licence**

* Capacity in which person is a Relevant Person and his or her position in regard to the application.

** If you don't have a Driver Licence leave blank.

Attach a separate sheet with further names and details if necessary.

Application for accreditation as a provider of taxi-cab network services – individual

Criminal offences

Has the applicant ever been charged with any criminal offence(s) where the charge(s) has not been determined?

Yes No

If you answered 'yes', please provide details:

Year	Describe the criminal offence where the charge(s) has not been determined	Court

Application for accreditation as a provider of taxi-cab network services – non individual

Section B: Your Details

(non-individual applicant only)

Specify whether the applicant is:

- a partnership
- a company
- a co-operative
- an incorporated association
- a body corporate (other than a company, co-operative or incorporated association)
- an unincorporated body or association (other than a partnership)



Information provided in the 'bolded boxes' will be published on a Public Register (register of taxi industry participants).

Name of applicant (if the applicant is a partnership, list the names of all partners)



Trading as (if applicable)

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Incorporated association registration number (if applicable)

--

Residential address – your residential address will be included on the Public Register if a business address is not provided

Business address



Postal address – if different from above

If the applicant is a company, is the 'Business address' above its principal place of business?

Yes No

If 'no', state its principal place of business.

Principal place of business

Telephone – business



--

Telephone – mobile

--

Fax



--

Email address

--

Australian Business Number (ABN) (if applicable)

--

Australian Company Number (ACN) (if applicable)

--

Application for a accreditation as a provider of taxi-cab network services – non individual

Relevant Persons

Each Relevant Person must provide their details below.
Refer to the definition of 'Relevant Person' on page 12.

Relevant Person 1

Name

Capacity*

Address

Date of birth

Driver Licence

Relevant Person 2

Name

Capacity*

Address

Date of birth

Driver Licence**

Relevant Person 3

Name

Capacity*

Address

Date of birth

Driver Licence

Relevant Person 4

Name

Capacity*

Address

Date of birth

Driver Licence**

* Capacity in which person is a Relevant Person and his or her position in the company activities.

** If you don't have a Driver Licence leave blank.

Attach a separate sheet with further names and details if necessary.

Application for accreditation as a provider of taxi-cab network services – non individual

Contact Person

Nominate one of the relevant persons as the contact person. Refer to the definition of 'Contact Person' on page 12.

Title (please circle) Mr Mrs Ms Miss

Surname/family name

First name/given name

Criminal offences

Has the applicant ever been charged with any criminal offence(s) where the charge(s) has not been determined?

Yes No

If you answered 'yes', please provide details:

Year	Describe the criminal offence where the charge(s) has not been determined	Court

Application for accreditation as a provider of taxi-cab network services – all applicants

Section C: Network Services

Please identify the taxi-cab network services you intend to provide.

Note: this information will not affect the assessment or approval of the application.



Information provided in relation to taxi-cab network services will be published on a Public Register (register of taxi industry participants).

Select one or more:

- the receipt and dispatch of bookings or orders for the hiring of taxi-cabs
- a central communications system for taxi-cabs
- a global positioning system for taxi-cabs
- the maintenance of information management systems for the hiring, and bookings and orders for the hiring, of taxi-cabs
- brand identification for taxi-cabs
- support services for taxi-cab owners and drivers - refer to the definition of 'Support Services' on page 12
- the maintenance of a system for receiving and handling customer complaints in relation to the hiring, and booking and orders for the hiring, of taxi-cabs
- taxi-cab driver training
- emergency alert and/or emergency response services for taxi-cabs

Please identify the taxi zones where you intend to provide taxi-cab network services.

- the Melbourne metropolitan zone
- the urban and large regional zone
- the regional zone
- the country zone

Section D: Required documentation

All applicants: a completed TSC Informed Consent Form

A TSC Informed Consent Form (including certified copies of proof of identity documents as required at Section 2 of the form) for each relevant person in relation to the application. The TSC Informed Consent Form will enable the TSC to request a National Police History Check on your behalf. Without the TSC Informed Consent Form, your application cannot be processed.

All applicants: Proof of identity

Proof of identity is required for all relevant persons. For more information on proof of identity refer to page 13.

Non-individual applicant: Evidence of nomination of Contact Person

Please attach to this form evidence that the Contact Person has been nominated as such. Sufficient evidence may be as follows:

For an application by a partnership – (1) if there are more than four partners, a letter signed by the managing partner nominating the person specified above to be the Contact Person (if the managing partner is to be Contact Person, the letter must be endorsed by a second partner); or (2) if there are four or fewer partners, a letter signed by a partner (who is not the proposed Contact Person) nominating the person specified above to be the Contact Person.

For an application by a company or a co-operative – an extract of the minutes of a meeting of the board of directors of the company or co-operative recording the passing of a resolution nominating the person specified above to be the Contact Person.

For an application by an incorporated association – an extract of the rules of the association demonstrating how decisions are made and written evidence that a decision to nominate the person specified above to be the Contact Person has been made in accordance with those rules.

For an application by a body corporate (other than a company, co-operative or incorporated association) – consult a TSC officer about what would be sufficient evidence of nomination of the person specified above to be the Contact Person.

Non-individual applicant (Company): Incorporation certificate

If the applicant is a company, is it registered under the *Corporations Act 2001* (Cwth)?

Yes No

> Please attach a copy of the applicant's incorporation certificate (if applicable).

If the applicant is a company, it must provide an Australian Security and Investments Commission (ASIC) extract as part of their application. The ASIC extract must list all Directors as noted in the application form and must be less than 3 months old.

Non-individual applicant (Partnership): Statutory declaration

Is a copy of the applicant's statutory declaration of partnership attached to this form?

Yes No

> a copy of a statutory declaration must be provided verifying that this is a legal partnership (if applicable).

Section E: Declaration

All relevant persons must sign this declaration.

Refer to the definition of 'Relevant Person' on page 12.

The relevant persons included in this form must be consistent with the relevant persons which the applicant has previously represented to the TSC as being the applicant's relevant persons. Any and all changes to relevant persons must be approved by the TSC.

I/we, the undersigned, being (for individual applicants) the applicant or (for non-individual applicants) the applicant's signatories:

- declare that all answers to the questions in this form are, to the best of my/our knowledge, true and correct.
- have read and understood the TSC Privacy Statement set out on the back page and I/we hereby consent to the TSC collecting, storing and retaining all information deemed relevant to this application (including personal and sensitive information) obtained from me/the applicant, any relevant persons in relation to the application, Victoria Police, VicRoads, the Department of Justice, the Sheriff's Office, any other government department or agency, any interstate or federal court or interstate law enforcement agency, or other persons, and using, or disclosing that information to third parties, for the purposes of the Act or as otherwise authorised by law. Information deemed relevant to this application may include certified court extracts, the Law Enforcement Assistance Program (LEAP) narrative relating to an offence and/or the summary of offences obtained from the police brief of evidence.
- consent to information (including information provided in this application) being published on a 'register of taxi industry participants', specifically:
 - the applicant's name
 - the applicant's business contact details including a telephone number, facsimile number, postal address, email address and internet address
 - details of any taxi-cab network services provided by the applicant and
 - where the information is available, the number of taxi-cabs or drivers that subscribe to booking services provided by the taxi-cab network service provider
- consent to the ongoing checking by the TSC of criminal or other records kept by Victoria Police, VicRoads, the Department of Justice, the Sheriff's Office, any other government department or agency, any interstate or federal court or interstate law enforcement agency, and to the release of information recorded against my name, including any matters, whether convicted or not, which may be deemed to be relevant to me holding accreditation as a taxi-cab operator and/or network service provider. Any matters that may be deemed to be relevant to me holding accreditation as a taxi-cab operator and/or network service provider may include certified court extracts, the Law Enforcement Assistance Program (LEAP) narrative relating to an offence and/or the summary of offences obtained from the police brief of evidence.
- will indemnify and keep indemnified the Chief Commissioner of Police and all employees of Victoria Police for all liability and against all actions, suits, claims, demands, costs and expenses whatsoever that may be taken or made in respect of the release of any details of convictions or other information relating to or involving me.
- have listed details of any charges pending against me for any criminal offence, either in Victoria or elsewhere.

Application for accreditation as a provider of taxi-cab network services

1. Relevant Person

Signature

Date

2. Relevant Person

Signature

Date

3. Relevant Person

Signature

Date

4. Relevant Person

Signature

Date

Attach a separate sheet with further names and signatures if necessary.

WARNING: Providing false or misleading information when completing this form is an offence under the Act.

Application for accreditation as a provider of taxi-cab network services

Definitions

Contact person means;

In relation to an application by an **individual**, the individual is considered the contact person.

In relation to an application by a **non-individual**, the contact person must be one of the Relevant Persons listed in the application, who is nominated by the applicant as the contact person. This nomination means that the TSC is entitled to communicate with the nominated person in relation to the application.

Officer

In relation to a **company**, 'officer' means any of the following:

- a director
- a secretary
- a person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the company
- a person who has the capacity to affect significantly the company's financial standing
- a person in accordance with whose instructions or wishes the directors of the company are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors of the company).

In relation to a **co-operative**, 'officer' means any of the following:

- a director
- a secretary
- a person who is concerned, or takes part, in the management of the co-operative, whether or not as a director.

In relation to an **incorporated association**, 'officer' means any of the following:

- the secretary (within the meaning of the *Associations Incorporation Reform Act 2012 (Vic)*) of the incorporated association
- a member of the committee (within the meaning of the *Associations Incorporation Reform Act 2012 (Vic)*) of the incorporated association
- a person who is concerned, or takes part, in the management of the incorporated association.

In relation to a **body corporate (other than a company, co-operative or incorporated association)**, 'officer' means a member of the committee of management of the body corporate.

Relevant person

In relation to an application by an **individual**, a relevant person is any person who is concerned, or takes part in, the management of the activities to which the application or the accreditation relates, whether as an employee of the applicant or accredited person or otherwise.

In relation to an application by a **partnership**, a relevant person is (1) each partner; and (2) any other person who is concerned, or takes part, in the management of the activities to which the application or the accreditation relates, whether as an employee of the applicant or accredited person or otherwise.

In relation to an application by a **company**, a **co-operative** or an **incorporated association**, a relevant person is each officer of the company, co-operative or incorporated association. Refer to the definition of 'Officer'.

In relation to an application by a **body corporate** (other than a company, co-operative or incorporated association), a relevant person is (1) each officer of the body; and (2) any other person who is concerned, or takes part, in the management of the activities to which the application or the accreditation relates, whether as an employee of the applicant or accredited person or otherwise. Refer to the definition of 'Officer'.

For an **unincorporated association** – relevant persons will depend on the nature of the body corporate. Consult a TSC officer to determine who should sign and in what role(s).

Support services are services confined to or arising from the delivery of taxi-cab services (for example counselling services).

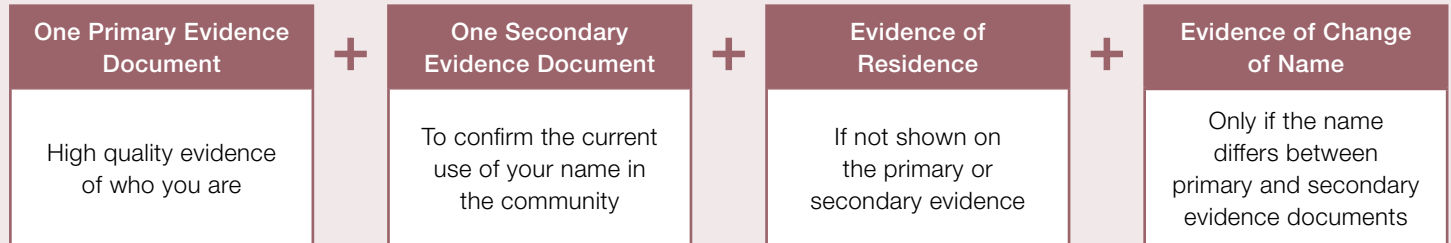
Accreditation as a provider of taxi-cab network services means an accreditation as a provider of taxi-cab network services under Part VI, Division 4 of the *Transport (Compliance and Miscellaneous) Act 1983*.

Taxi-cab Network Service Provider means the holder of an accreditation as a provider of taxi-cab network services under Part VI, Division 4 of the *Transport (Compliance and Miscellaneous) Act 1983*.

Application for accreditation as a provider of taxi-cab network services

Proof of identify

In order to process the application, the following evidence of proof of identify (POI) needs to be presented for all relevant persons.



Primary and secondary evidence documents must be separate documents. For example, a driver licence cannot be used as both a primary and secondary evidence. One document must contain your signature.

Primary evidence documents

One of the following current documents must be produced:

- Australian photo driver licence
- Australian passport in your name
- an overseas passport in your name
- document of identity issued by the Passport Office (usually issued to travellers to Norfolk Island)
- Australian police force or officer of Australian Defence Force photo identity card (excluding civilian staff)
- consular photo identity card issued by the Department of Foreign Affairs and Trade
- Australian birth certificate or change of name certificate issued by the registrar of Births, Deaths and Marriages (birth extracts and Commonwealth Commemorative birth certificates will not be accepted)
- Australian naturalisation or citizenship documents, or immigration papers issued by the Department of Immigration and Multicultural Affairs of the Passport Office
- NSW Photo Card (issued by NSW RTA from 14 December 2005).

OR

One of the following documents that is current or expired by no more than two years:

- Australian passport in your name
- Australian photo driver licence
- Australian photo learner permit
- Australian Defence Force photo licence
- Victorian boat operator photo licence*
- Victorian firearm photo licence.**

*An overseas passport that has expired by up to two years is acceptable if appropriate Australian documentation can be provided giving strong evidence of permanent residence (e.g. a permanent or residency visa).

**Or equivalent interstate photo licence.

Secondary evidence documents

One of the following current documents must be produced:

- Medicare card
- Pensioner Concession card
- Department of Veteran's Affairs card
- entitlement card issued by the Commonwealth
- student identity card
- credit card or account card issued from a bank, building society or credit union.

OR

One of the following documents that is current or no more than two years old:

- water rates, council rates or land evaluation notice
- electoral enrolment card or other evidence of enrolment
- armed services discharge papers
- Victorian Proof of Age card issued by the Business Licensing and Regulation section of Consumer Affairs Victoria
- Victorian Driving Instructor Authority card.

Differing name or change of name

Where there is a difference in name between the primary and secondary evidence documents, or to change a name, you will need one of the following documents:

- marriage certificate issued by a Registrar of Births, Deaths and Marriages in Australia
- divorce papers (bearing the name being reverted to)
- deed poll (pre November 1986 in Victoria)
- change of name certificate (post November 1986 in Victoria).

Taxi Services Commission Privacy Policy

1. Introduction

This policy sets out the manner in which the Taxi Services Commission (TSC) will collect, use, hold, disclose and dispose of personal information and health information. This policy may be varied from time to time.

2. Definitions of personal, sensitive and health information

The TSC will collect, hold and disclose personal information and health information in accordance with the Information Privacy Principles (IPPs) set out in the *Privacy and Data Protection Act 2014* (Vic) (PDP Act) and the Health Privacy Principles (HPPs) set out in the *Health Records Act 2001* (Vic) (HRA).

2.1 Definition of personal information

Under the PDP Act, 'Personal Information' means any information or opinion (including information or an opinion forming part of a database), that is recorded in any form about an individual whose identity is apparent or can easily be ascertained from the information or opinion, but does not include information to which the HRA applies.

2.2 Definition of sensitive information

Under the PDP Act, there is a subset of personal information called 'Sensitive Information' which includes information about your race, ethnicity, political opinions or memberships, religious beliefs or affiliations, philosophical beliefs, memberships of professional/trade unions or associations, sexual preferences or practices or criminal record.

The PDP Act applies stricter provisions on how sensitive information is used. Where the TSC collects Sensitive Information about you, it will ensure that it complies with these provisions.

For the purposes of this policy, a reference to Personal Information will include Sensitive Information.

2.3 Definition of health information

Under the HRA, 'Health Information' means information or an opinion about an individual's physical, mental or psychological health, a disability, an individual's expressed wishes about the future provision of health services or a health service provided which can be linked to a living or deceased individual.

3. Collection of Personal and Health Information

The TSC only collects Personal Information or Health Information from an individual that is necessary for its functions or activities, the activities of managing or administering that function or activity, or as required by law in regard to its statutory obligations.

The TSC will take reasonable steps to collect information directly from the individual. The TSC may collect information via written or electronic correspondence including telephone, email, fax and/or social media such as Facebook and Twitter. Information may also be collected in person.

The TSC may collect Personal Information or Health Information from you when you:

- apply for accreditation as a driver, permit holder (operator), or Taxi Booking Service (Network Service Provider);
- apply for a job with the TSC;
- request to be placed on the TSC's mailing list;
- make an inquiry or give comment about the TSC's functions and services; or
- lodge a request for access to documents under the *Freedom of Information Act 1982* (Vic.) (FOI Act).

The types of Personal Information the TSC may request from you include your name, date of birth, contact details, qualifications and employment history and the types of Health Information that the TSC may collect from you, include information relating to your physical or mental health or any disability you may have.

3.1 Types of specific Personal Information the TSC may collect

3.1.1 Supplying commercial passenger vehicle services, commercial or local bus services or driving instructor services

If you are involved in the supply of commercial passenger vehicle services (including services relating to taxi-cabs, hire cars, restricted hire cars and special purpose vehicles), commercial or local bus services, or driving instructor services, we may collect or use your Personal Information or Health Information where required.

3.1.2 Security cameras in taxi-cabs

If you have been a passenger in, or drive a taxi-cab, you may have been photographed and/or filmed by a security camera installed in the taxi-cab. If you were, those photographs and/or film may contain your Personal Information. We may collect or use that Personal Information, or disclose it to a law enforcement agency if necessary to determine, or help a law enforcement agency determine:

- whether a crime has been committed by or against you; and/or
- your identity, if a law enforcement agency suspects that a crime has been committed by or against you.

3.1.3 Multi Purpose Taxi Program members

If you apply to become a member of the Multi Purpose Taxi Program, we may collect or use your Personal Information or Health information, or disclose it to another governmental agency, medical practitioner or independent health panel where this is required to assess your eligibility under the membership program or application process.

3.2 Collection statement/notice

Where the TSC collects Personal Information from you, it will take reasonable steps to ensure that you are given a collection statement that sets out the purpose for collecting that information, how that information will be used and the consequences, if any, for not providing the information. Wherever it is lawful and practical, the TSC will provide you with the option of not identifying yourself.

4. Use and disclosure of Personal Information or Health information

The TSC will only use or disclose Personal Information or Health Information as set out in this Privacy Policy or for the purpose which was either specified or reasonably apparent at the time of collection unless you have consented to, or would reasonably expect, another related use.

4.1 Disclosure required by law

In certain circumstances, the TSC may be required by law to provide Personal Information or Health Information to another organisation. Examples include warrants, court orders or demands to provide documents permitted under legislation. Examples of organisations with these powers include ASIO, ASIS and Centrelink.

Under Division 6A of Part VI of the *Transport (Compliance and Miscellaneous) Act 1983*, the TSC is required to keep a register of taxi industry participants (Register) and to make the Register publicly available, including on its website. The Register must include the name of each person who holds:

- accreditation as a taxi-cab operator;
 - accreditation as a provider of taxi-cab network services;
 - accreditation to drive a commercial passenger vehicle;
 - a hire car licence; or
 - a special purpose vehicle licence,
- and any other information prescribed by regulations.

The TSC may also include on the Register for each person whose name is on the Register:

- business contact details including a telephone number, facsimile number, postal address, email address and internet address;
- details of any taxi-cab network service provided by the person; and
- the number of taxi-cabs operated by the person.

Information about a person whose name is on the Register will only be included with the person's consent or after the person has been given 28 days' notice of the information that will be published (this notice is given on all TSC application forms). A person may apply to the TSC to restrict public access to information that is included on the Register. The TSC will only approve such an application if satisfied that there are exceptional circumstances that justify the restriction.

4.2 Disclosure authorised by law

In certain situations, the TSC is authorised to disclose Personal Information or Health Information to related transport and government agencies. Examples include booking services/associations, bus depots/associations, driving instructor associations, Melbourne Airport and relevant state and federal government agencies including Victoria Police and VicRoads.

We may do so if necessary to investigate or report on:

- whether you are, were or will be suitable to be involved in the supply of commercial passenger vehicle services (including services relating to taxi-cabs, hire cars, restricted hire cars and special purpose vehicles), commercial or local bus services or driving instructor services; or
- whether you have broken the law in the course of your involvement in the supply of commercial passenger vehicle services (including services relating to taxi-cabs, hire cars, restricted hire cars and special purpose vehicles), commercial or local bus services or driving instructor services.

Personal Information may be shared with related government agencies via phone, email, post, fax or a shared database. Personal Information shared may include names, drivers licence numbers, credit card details and police records.

4.3 Disclosure to third party contractors

From time to time the TSC may contract out some of its functions and services, for example IT and market research. In these situations your Personal Information or Health Information may be shared with third parties. Where the TSC engages third party providers, it will ensure that these parties have suitable data protection programs and privacy policies in place.

4.4 Disclosure outside Victoria

The TSC will only transfer your Personal Information or Health Information to another individual or organisation outside Victoria in limited circumstances, including when the recipient is subject to a law which upholds similar principles to the IPPs or HPPs, or you consent to the transfer. Specific disclosures will be made with consent or otherwise in accordance with the use and disclosure standards of the PDP Act and the HRA.

5. Data security and destruction

Irrespective of whether your Personal Information or Health Information is stored electronically or in hard copy form, the TSC will take reasonable steps to protect it from misuse and loss, and from unauthorised access, modification or disclosure.

The TSC will also take reasonable steps to destroy or permanently de-identify your Personal Information or Health Information if it is no longer required for the TSC to perform its regulatory functions.

6. Data quality, access and correction

The TSC will take reasonable steps to ensure that any Personal Information and Health Information it holds is accurate, complete and up to date. You are entitled to contact the TSC Privacy Officer (contact details are set out below) and request access to and correction of any of your Personal Information or Health Information held by the TSC.

Under Section 169ZC of the *Transport (Compliance and Miscellaneous) Act 1983*, the TSC may, if it decides that it is necessary to do so, correct any error or omission in the Register or the public version of the Register (refer to section 4.1).

6.1 Freedom of Information requests

Access to some information that the TSC holds may require a formal request under section 17 of the *Freedom of Information Act 1982* (Vic). Your FOI application and any queries should be made to:

TSC Freedom of Information Officer

Taxi Services Commission, Lower Ground Floor, 1 Spring Street, Melbourne, VIC 3000

Telephone: 1800 638 802 Facsimile: 03 8683 0777 Email: FOI@taxi.vic.gov.au

7. Unique identifiers

A unique identifier is a code consisting of letters or numbers (not the individual's name) that is assigned to an individual to distinguish them from other individuals, for example a driver's licence number or tax file number. The TSC will not:

- assign, use or disclose unique identifiers to individuals unless it is necessary to do so to carry out one of its organisational functions efficiently;
- adopt, use or disclose a unique identifier assigned to you by another organisation except in limited circumstances; or
- require you to provide a unique identifier in order to obtain a service, unless it is required or authorised by law or connected to the purpose for which the unique identifier was assigned.

The TSC generally assigns a unique identifier if you are, have been or seek to become:

- involved in the supply of commercial passenger vehicle services; or
- a member of the Multi Purpose Taxi Program.

8. Privacy complaints

If you believe that your Personal Information or Health Information has been used by TSC in a manner contrary to the PDP Act or HRA, you may contact the TSC Privacy Officer (on the details below) or lodge a complaint with the Commissioner for Privacy and Data Protection at: www.dataprotection.vic.gov.au. Information for submitting complaints to the Health Services Commission in respect of your Health Information is available at: www.health.vic.gov.au/hsc

9. Further information and contact details

Further information about the TSC's Privacy Policy is available at the TSC website, or can be requested by contacting the TSC Privacy Officer. All requests and communications may be made to the TSC Privacy Officer at:

The TSC Privacy Officer

Legal & Regulatory Services, Taxi Services Commission, GPO Box 1716, Melbourne VIC 3001

Telephone: 1800 638 802 (toll-free) Email: privacy@taxi.vic.gov.au

