Australian Government
Department of Agriculture

Application to alter an Approved Operations Manual for Registered Premises

Section 2.11 of the *Export Control (Animals) Order 2004*

This is the appropriate application form if you are applying to alter the operations manual of registered premises for the export of live-stock

Registration Details

Premises Registration Number

Expiry Date *(dd/mm/yyyy)*

Premises Name

Premises Location

Suburb/Town

State

Postcode

Proposed Change to Manual

Reason for Change and Supporting Evidence

Declaration *(Must be signed by the applicant)*

☐ I declare that I am aware that giving false or misleading information to the Secretary for the purposes of this application is a serious offence.

☐ I agree to the terms listed in the Privacy Policy located at the end of this application.

Signature: _____ *Date* _____

Name: _____

9. Privacy Policy

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

'Sensitive information' is a subset of personal information and means any information or opinion about an individual's racial or ethnic origin, political opinion or association, religious beliefs or affiliations, philosophical beliefs, sexual preferences or practices, trade or professional associations and memberships, union membership, criminal record, health or genetic information and biometric information or templates.

The Department of Agriculture collects your personal information for the purpose of assessing and processing your application for the export of live animals or animal reproductive material and for other related purposes. The Department of Agriculture is authorised to collect and store this personal information under the Export Control Act 1982 (Cwlth) and the Australian Meat & Live-Stock Industry (Export Licensing) Act 1997 (Cwlth).

If you fail to provide some or all of your personal information, the Department of Agriculture may not be able to process your application.

The Department of Agriculture may disclose your personal information to relevant authorities in an importing country and other Australian agencies, including the Australian Maritime Safety Authority and the Department of Immigration and Border Protection, as well as other persons or organisations where necessary for these purposes, provided the disclosure is consistent with the *Privacy Act 1988* and other relevant laws. Your personal information may also be disclosed to relevant employees within your organisation for the purpose of approving your licence, registration or accreditation and to maintain the currency of your personal information for the purpose of the licence, registration or accreditation. Your personal information will be used and stored in accordance with the Australian Privacy Principles.

By completing and submitting this form you consent to the collection, use and disclosure of all personal information, including sensitive information, in this form to and by the relevant authorities in the importing country.

The department has not taken steps to ensure that the relevant authorities in the importing country do not breach the Australian Privacy Principles. This means that:

- relevant authorities in the importing country will not be accountable under the Privacy Act
- you will not be able to seek redress under the Privacy Act
- you may not be able to seek redress in the overseas jurisdiction.

Relevant authorities in the importing country may not be subject to any privacy obligations or to any principles similar to the Australian Privacy Principles.
See the department's Privacy Policy to learn more about accessing or correcting personal information or making a complaint. Alternatively, telephone the department on +61 2 6272 3933.