

Extended Visitor Identification Card

Privacy Note and Conditions of Use/Issue

In order for Sydney Airport Corporation Limited ABN 62 082 578 809 to process this application for a Visitor Identification Card (VIC), Sydney Airport needs to collect certain personal information about you. Your activities at the airport may also result in Sydney Airport collecting personal information about you (e.g. electronic records of your access to various parts of the airport or use of certain facilities and CCTV footage of you).

Sydney Airport may use personal information which it collects about you for the purpose of its operation of Sydney Airport, including to assess, investigate or respond to any actual or potential operational, safety or security matter at the airport. Sydney Airport may disclose this information to law enforcement agencies, government departments and agencies, its advisers and your employer.

By making this application, you consent to Sydney Airport collecting, using and disclosing your personal information as set out above. If you refuse to provide us with the required personal information, then we cannot process your VIC application or provide you with access to particular areas of the airport.

Except where precluded by the Privacy Act 1988, you can access the personal information Sydney Airport holds about you by contacting Sydney Airport on (02) 9667 9301. Further information about the way that Sydney Airport handles personal information is set out in Sydney Airport's Privacy Statement, which can be viewed on our website (www.sydneyairport.com.au) or by requesting a copy from Sydney Airport.

CONDITIONS OF USE AND ISSUE

1. These conditions

These are the conditions on which your Extended Visitor Identification Card ('EVIC') is issued to you by Sydney Airport.

2. Acknowledgment

You acknowledge that the issue and use of your VIC is subject to:

- (a) these Conditions of Issue & Use for a VIC ('Conditions')
- (b) the Sydney Airport Security Awareness Guide ('Guide').

3. Use of camera surveillance

Sydney Airport may carry out camera (video) surveillance at Sydney Airport from time to time for aviation safety, security or other operational purposes. Any surveillance may be continuous or intermittent and may be for a specified period or ongoing.

4. Application for a VIC

4.1 When you apply for a VIC you must give Sydney Airport a completed application form containing:

- (a) all of the information required to be completed in the application form; and
- (b) your signature, certifying that all the information you have provided is correct.

4.2 If you:

- (a) do not complete the application form; or
- (b) include false or misleading information in your application form, then Sydney Airport may refuse your application for a VIC.

5. Purpose of a VIC

The purpose of the VIC is to identify you and your company of employment while you are in a secure area, during operational and curfew hours.

6. Use of a VIC

You acknowledge that you:

- (a) can only enter and remain in a secure area for the purpose of your employment; and
- (b) must not give your VIC to anyone else to use. It is for your use only while on duty; and
- (c) your VIC must be kept secure at all times (even when you are not using it); and
- (d) may only use the VIC issued to you for use at Sydney Airport and you must not use any other person's access card (for example, VIC, ASIC, Landside Terminal Card) at Sydney Airport.

7. Display of a VIC

You must properly display your VIC at all times. This means the VIC must be displayed

- (a) above waist height; and
- (b) at the front or side of your body on the outer clothing; and
- (c) with the front of the card clearly visible.

8. Supervision

A VIC holder must be supervised whilst in secure areas by a valid ASIC holder and is dependent on the area required to be entered. You must refer to the Security Awareness Guide for exact descriptions of where supervision is required. Example: Supervision is required at all times

9. Notification to Sydney Airport

You must immediately notify Sydney Airport if you:

- (a) become an 'unlawful non citizen' or no longer have an entitlement to work in Australia; or
- (b) no longer need to enter a secure area for your employment; or
- (c) change your name and/or employer; or
- (d) subsequently discover that the information you have given in your application was false, misleading or has changed (e.g. Address)

10. Cancellation or suspension of a VIC

Sydney Airport may cancel or suspend your VIC if you fail to comply with any of these Conditions or the Sydney Airport Security Awareness Guide. For example, if you:

- (a) have given your VIC to someone else to use to gain entry to a secure area; or
 - (b) are found in a secure area otherwise than for your employment (for example, because you have left your current employment or you are not on duty); or
 - (c) have failed to notify Sydney Airport of the things set out in clause 9 (above); or
 - (d) otherwise misuse your VIC
 - (e) have been involved in a security related incident
- These are some, but not all, of the circumstances in which Sydney Airport may cancel your VIC.

11. Forcing Doors

You must not force open any door or access point that your card does not grant you access through. Forcing open a door will activate an alarm in the Sydney Airport Integrated Operations Centre and will prompt a security response. This could lead to your VIC privileges being suspended or cancelled and you could lose your right to work at the airport.

All doors entering a secure area are monitored by CCTV and will be reviewed.

12. Return of a VIC

You must immediately return your VIC to the Sydney Airport ID and Access Services Centre (Level 3, Terminal 1) within 7 days if: (a) your VIC has expired; or

- (b) Sydney Airport or your employer notifies you that your VIC has been cancelled or suspended; or
- (c) your VIC has been altered or defaced; or
- (d) you no longer need to enter a secure area for the purposes of your employment or have left your current employment.

13. Loss of a VIC

You must immediately notify Sydney Airport ID and Access Services (ph.02 9667 9301) or after hours (ph. 02 9667 9673) if your VIC has been lost, stolen or destroyed; and

Make a report in the form of a statutory declaration, of the loss to the issuer of the VIC within 7 days of becoming aware of the loss, theft or destruction.

14. Property of Sydney Airport

The VIC issued to you remains the property of Sydney Airport Corporation Limited.

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Extended Visitor Identification Card

Visitor Card Identification Card (Standalone/Multiday/Visa) Application Form



OFFICE USE ONLY

Lodgement Date	Test Completed	NEW / RENEW / LOST	RED / GREY
EXP.		Company Name:	

IF ACCESS IS REQUIRED FOR MORE THAN 28 DAYS, YOU MUST APPLY FOR AN ASIC.

Valid for a maximum period of 28 days per year; from the first date of issue. Escort required for secure areas.

APPLICANT DETAILS

SURNAME

FIRST GIVEN NAME

OTHER GIVEN NAMES (Separate multiple names with spaces)

MALE FEMALE DATE OF BIRTH COUNTRY OF CITIZENSHIP

EMAIL ADDRESS

MOBILE PHONE WORK PHONE HOME

CURRENT ADDRESS

POSTCODE STATE

APPLICANT CERTIFICATION

I APPLICANT NAME

- a. have read and understood the Sydney Airport Security Awareness Guide and the Conditions of Issue & Use for a Visitor Identification Card (VIC), including my obligation to return the VIC to Sydney Airport when:
 - (i) the VIC expires; or
 - (ii) Sydney Airport or my employer notifies me that the VIC has been cancelled or suspended; or
 - (iii) my VIC has been altered or defaced; or
 - (iv) I no longer need access to a secure area at Sydney Airport to perform my duties.
- b. certify that the details contained in this application are true and correct;
- c. understand that the VIC issued to me remains the property of Sydney Airport.
- d. understand that as an VIC holder, I am required to be under the escort of a valid ASIC or other approved ID holder at all times when in a secure area (Refer to the Sydney Airport Security Awareness Guide for supervision requirements).

DECLARATION

- I declare that I have not been refused an ASIC and have not had an ASIC that was suspended or cancelled because I have had an adverse criminal record.
- I declare that I have not been issued with a VIC for more than a total of 28 days in the previous 12 months for Sydney Airport.

Signature: _____

Date:

APPLICANT SIGNATURE

