

Transdev Melbourne - Lost Property Privacy and Retention Notice

Retention of Lost Property

Transdev Melbourne will retain lost property for a period of 30 days with the exception of items listed below which will be disposed of immediately in accordance with company policy.

1. Prohibited Items such as:
 - explosives and firearms;
 - controlled or prohibited weapons;
 - illicit and illegal drugs; and
 - any article prescribed by a regulation to be a prohibited item.
2. Dangerous Goods such as:
 - solvents and solvent based paints;
 - pesticides;
 - fuel; and
 - biological wastes.
3. Hazardous Goods such as:
 - syringes;
 - items tarnished with excretory product; and
 - animal products such as dog blankets.
4. Foodstuffs.
5. Any item that can affect the health, safety or well-being of a Transdev Melbourne worker by being stored, such as items emitting unpleasant odours may be disposed of or destroyed at the sole discretion of Transdev Melbourne prior to 30 days of storage.

The above list is not exhaustive or exclusive. The retention of individual items of Lost Property is at the sole discretion of Transdev Melbourne. Lost property that has been established as being stolen or otherwise unlawfully obtained shall be immediately forwarded to the nearest Police station.

Reclaiming Lost Property

Lost Property shall be returned to the owner subject to the owner producing suitable identification. The owner must sign the receipt attached to the Lost Property item which must be retained on the relevant file. Where the owner has not been identified or cannot be located, the property, if suitable shall be donated to an Authorised Charitable Organisation after a minimum period of 30 days. Prior to donating unclaimed Lost Property to an Authorised Charitable Organisation, a list of high value items i.e. digital cameras, iPods, computers etc. will be offered to a local Police Station to check if the property has been reported stolen or otherwise unlawfully obtained. The results of this check will be recorded in the Lost Property System. Should the Police decline the offer to check the list of unclaimed items of high value, the name and number of the Police Officer declining this offer must be obtained and recorded in the Lost Property System. Once recorded, the property can then be donated to an Authorised Charitable Organisation. The person collecting the goods on behalf of an Authorised Charitable Organisation must sign a printout from the Lost Property System for the Lost Property being collected. This signed printout will be filed on the relevant file for future reference. Low Value Items that are not wanted by an Authorised Charitable Organisation must be discarded.

Prohibited Items and Lost Property subsequently established to be stolen or otherwise unlawfully obtained will be handed to police.

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Identification

The owner of Lost Property must produce suitable identification to claim that property. Suitable identification includes: photographic identification (e.g. driver's licence, student card); or a signed identification document against which the signature of the claimant can be verified. Details of the owner's identification must be entered into the Lost Property System and recorded on the system generated receipt which must be signed by the owner. The receipt is to be retained on the relevant file.

Privacy Statement

Transdev Melbourne collects personal information relating to the owners of lost property and also records personal information of those collecting lost property for the sole purpose of identifying the rightful owner of the property and ensuring that where possible, the lost items are returned to the rightful owner.

Personal information collected will only be disclosed to relevant staff involved with the collection, retention and return of lost property within Transdev Melbourne or any related entity that is directly involved with the lost property process. Transdev Melbourne may disclose personal information collected to relevant authorities if there is reason to suspect that unlawful activity has been, is being or may be engaged in.

All personal information relating to the collection, retention and return of lost property will remain confidential and will not be disclosed to any other party without the express consent of the property owner or as detailed above.

This policy statement will be reviewed as required by changes in legislation or when Company operations require a review.

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