



Tooborac Hotel and Brewery (THB) Privacy Policy

This policy sets out the principles that we will follow in the management of your personal information collected. Personal information is generally defined as information or an opinion that can identify you personally. THB has policies and procedures to ensure that all personal information, no matter how or where it is obtained, is handled sensitively, securely and in accordance with the Australian Privacy Principles.

This Privacy Policy explains:

- why we require and how we aim to use personal information;
- what types of personal information we might collect;
- when we will disclose personal information to others;
- how we hold and secure personal information;
- how you can access and seek correction of personal information we hold about you; and
- how you may make a complaint if you think we have breached our obligations.

Please note the Australian Privacy Principles do not apply to employee records. As a result, this statement does not apply to THB employee records where the treatment is directly related to a current or former employment relationship between THB and an employee.

Compliance with the Privacy Legislation

THB is committed to protecting the privacy of individuals' personal information and is bound by the Australian Privacy Principles set out in the *Privacy Act 1988* (Commonwealth) ("**the Act**"). We will only collect, use or disclose personal information in accordance with the Act and our Privacy Policy.

Collection and Use of Personal Information

We collect personal information from you directly and from your use of our products and services (including attendance at our venue). We may collect information about you from others. We may also collect information about you that is publically available, for example from media publications, social media, and the internet or made available by third parties. THB only collects and uses personal information that we consider necessary or desirable for us to carry out our business functions.

We may also collect information about you because we are required to do so by law.

Types of Personal Information Collected

- Identification information such as your name, address and date of birth;
- contact details such as email address and phone numbers;

- Details from social media

We may also collect and use copies of documents to confirm your personal information. Typically, this will relate to your identity as verified by a driver's license or passport for the responsible service of alcohol.

Disclosure

THB will only use or disclose personal information for the purpose which was either specified or reasonably apparent at the time of collection. We may also use or disclose it for other related purposes for which you would reasonably expect it to be used.

Marketing

THB may use your personal information that we collected from you to send marketing or promotional material about our food and beverage offers, entertainment and events, competitions and promotions or membership and loyalty programs or similar.

We may conduct these marketing activities via email, telephone, SMS, social media or other means. If you no longer wish to receive the material, each time you are sent a marketing communication we will provide an easy opportunity for you to 'opt-out' or you may contact us and we will process your request as soon as practicable.

Amendments to this Policy

THB may amend this Privacy Policy from time to time at its discretion.

For further information about privacy issues, please refer to the Office of the Australian Information Commissioner's website at www.privacy.gov.au