

TORI ALLEN EVENTS PRIVACY POLICY

PROTECTING YOUR PRIVACY

Protecting your privacy and your personal information is important to Tori Allen Events (ABN 45 626 156 714) (TAE). We are bound by the Australian Privacy Principles in the Privacy Act 1988 (Cth), as well as other applicable laws and regulations affecting your personal information.

TAE provides a range event planning services including corporate events, weddings, and floral design services.

This Privacy Policy outlines how TAE manages your personal information. It also describes generally the sorts of personal information held and for what purposes, and how that information is collected, stored, used and disclosed.

This privacy policy may be updated from time to time.

HOW WE COLLECT YOUR PERSONAL INFORMATION

To enable TAE to perform its event management services, our clients provide us with personal information which may include name, address details, telephone and mobile phone numbers, e-mail addresses and bank details.

HOW WE USE YOUR PERSONAL INFORMATION

We only collect personal information about you that is necessary to perform our functions and activities.

DISCLOSURE OF YOUR PERSONAL INFORMATION TO THIRD PARTIES

As TAE uses a group of suppliers and service providers to assist us with providing our event management services, we may disclose your personal information to such of those suppliers and service providers for the purpose for which the information was collected or for related purposes.

We may also disclose personal information to others if required to do so by law.

ACCESS AND CORRECTION

You may access, correct and update the personal information that we hold about you. You may contact us at tori@toriallen.com.au if you would like your personal information updated or corrected.

STORAGE AND SECURITY OF PERSONAL INFORMATION

TAE is committed to keeping your personal information secure. Your personal information may be stored in paper-based form or electronically in our systems. We use reasonable precautions to protect it from loss, misuse, interference, unauthorised access, modification or disclosure, including:

- > maintaining computer and network security,
- > physically securing external and internal premises, including through locks and security systems; and
- > appropriate training of staff.

HOW TO CONTACT US ABOUT PRIVACY COMPLAINTS HANDLING PROCESS

If you have any questions about our privacy practices or wish to make a complaint about the way TAE has handled your personal information please contact our office at the email address set out above. We will respond to your query or complaint within a reasonable period of time.