# **TEAMEVENT**

## YOUR PRIVACY IS IMPORTANT TO US.

This is a Privacy Policy of Team Event Pty Ltd (ABN 84 108 189 402 ("Team Event", "TE", "Us", "We").

Protecting your privacy and the confidentiality of your personal information is important to us. Your rights to privacy are protected by the law, and this policy does not limit those rights. This Privacy Policy explains why we collect personal information and how we collect, use, disclose, store and protect your personal information. We comply with the Australian Privacy Principles ("APPs") which regulate how we use, disclose, store and protect your information.

## COLLECTING PERSONAL INFORMATION

## What personal information do we collect?

The personal information we collect is most likely supplied by you when you engage us to pitch on an Event or produce and Event for you, or when you provide us with credit card details for the payment of your bills for services provided.

## The personal information collected will likely include:

- · Full Name
- Contact Details including phone number, email address and delivery address
- Transaction information (your credit or debit card details)
- Other information

## Why do we collect your personal information?

Any personal information provided to Us will only be used for the purpose which it was initially provided:

- To complete transactions and administer our relationship with you as a client, this includes refunds.
- To communicate and notify you of the progress of your Event or of any new initiatives we have undertaken that we feel you might be interested in.
- To investigate and respond to your questions, comments or feedback related to our services.
- To comply with laws and regulations, or to comply with any directions given by regulators or authorities.
- Compile our client database to enable us to engage with you more accurately.
- Help us gain a clearer understanding of what your likes and dislikes are, how to improve our marketing, our digital platforms and the overall services in which we provide.

#### What if you don't want to provide Us with your information?

We will ask you to provide your personal information, if you do not wish to provide this information, We will not be able to provide you with the requested services.

We will only record your email address if you provide it to us. We will only use your email to send you information in which you have requested or signed up to receive. By providing Us with your email address you will have provided consent to send direct marketing materials. If you do not wish to consent or receive direct marketing from us, you can unsubscribe at any time to receive any communication from us.

#### Will We share your details?

Receiving information from and about our customers is an important part of Us. We will not share/sell this to others. We may disclose personal information to other subsidiary companies within Our group but only to be used for the same purposes you agreed to when signing up.

#### Updating or correcting your personal information

If you need to update or amend your personal information, please contact us with your requests. We may ask for verification of your identity to ensure that all personal information held by Us is not improperly accessed.

# QUESTIONS OR CONCERNS

If you have any questions regarding our Privacy Policy please contact us and we will endeavour to respond to your request as quickly as possible.