



Horseshoe Bay Resort Pty Ltd

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HORSESHOE BAY RESORT PTY LTD PRIVACY POLICY

Horseshoe Bay Resort is firmly committed to protecting your privacy as you interact with us from time to time. All personal information of our guests is handled in strict compliance with *Australian Privacy Principles (2014)* as contained in schedule 1 of the *Privacy Act 1988*.

This policy outlines the specific principles adopted by Horseshoe Bay Resort PTY LTD in order to protect your personal information. These principles deal generally with collection, use and disclosure of, and your access to information we have collected from you.

1. Collection of your information

We only collect personal information necessary for us to carry on our business functions. The type of information collected is dependent on the specific nature of our interactions with you. Ordinarily, we would collect your personal information directly from you. However, we may occasionally receive information about you from third parties. In this instance, you will be made aware of collection and use of this information.

2. Use and disclosure of your information

We will only ever use your information for the express reasons it was initially collected. The reasons for collection, and parties to whom your information may be disclosed will be reasonably apparent to you during the collection process. Use and disclosure of this information will be solely for our business functions. If you have previously allowed us to communicate with you for marketing and research purposes, and you no longer wish to receive these communications, please contact us directly and we will remove your details from our marketing/research contact lists.

3. Data quality and security requirements

We will take all reasonable steps to:

- Ensure that all information we collect, use or disclose is accurate, complete and current.
- Protect hard copy and digital records of your information from misuse, loss, unauthorised access and modification or disclosure.
- Destroy or permanently de-identify your information.

4. Access to, and correction of your information

If you require access to personal information retained by us; or believe any of your personal information is inaccurate and requires updating, please contact reception directly.

Further information regarding Australian Privacy laws can be found at www.privacy.gov.au.