



## GIPPSLAND TRAVEL CENTRE PRIVACY STATEMENT

Your privacy is important to Gippsland Travel Centre (ABN 70 065 385 337). This privacy statement provides information about the personal information that Gippsland Travel Centre collects, and the ways in which Gippsland Travel Centre uses that personal information.

Your records with us are confidential documents. It is the policy of this business to maintain the security of your personal travel information at all times and to ensure that this information is only available to authorised members of staff.

### PERSONAL INFORMATION COLLECTION

Gippsland Travel is committed to maintaining the confidentiality of your personal information and may collect your personal information when you:

- Register your interest in travel services and other products
- Subscribe to our newsletter, enter competitions or register to attend expos, complete surveys or provide us with feedback
- Download or request a brochure or other printed material;
- Supply information for the purchase of travel service and other products

### USING PERSONAL INFORMATION

Gippsland Travel Centre may use your personal information to:

- Administer and personalise our client database
- Provide the services you have requested including sending emails, newsletters or sending printed materials to your home or PO Box
- For auditing, internal accounting and administration
- Forward to third parties such as airlines, hotels, car rental companies and other service providers to facilitate and process your travel arrangements
- Arrange payments from you
- Keep you updated with marketing activities and/or updates on promotions and services you may be interested in

Where Gippsland Travel Centre discloses your personal information to its agents or sub-contractors for these purposes, the agent or sub-contractor in question will be obligated to use that personal information in accordance with the terms of this privacy statement.



In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, Gippsland Travel Centre may disclose your personal information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

## **SECURING YOUR DATA**

Gippsland Travel Centre will take reasonable technical and organisational precautions to prevent the loss, misuse or alteration of your personal information.

Gippsland Travel Centre will store all the personal information you provide on its secure servers.

Information that Gippsland Travel Centre collects may be transferred to overseas third parties with which Gippsland Travel Centre operates, to enable the use of the information in accordance with this privacy policy. Please let us know if you have any objections to such cross-border transfers of personal information.

## **FEEDBACK / COMPLAINTS**

We welcome your enquiries and comments about our Policy. Should you have any comments or complaints please contact us at [info@gippslandtravel.com.au](mailto:info@gippslandtravel.com.au)

Should you no longer wish to receive information on promotions and services we may think is of interest to you, please email us on [info@gippslandtravel.com.au](mailto:info@gippslandtravel.com.au)

## **CONTACT GIPPSLAND TRAVEL CENTRE**

If you have any questions about this privacy policy or Gippsland Travel Centre's treatment of your personal information, please write:

- by email to [info@gippslandtravel.com.au](mailto:info@gippslandtravel.com.au) or
- by post to Shop 3/126 Albert Road, Warragul, Victoria, Australia. 3820.

7 June 2020