



Privacy Policy

LOOPS TTC powered by HWATT is committed to providing quality services to you and this policy outlines our ongoing obligations to you in respect of how we manage your Personal Information.

We have adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The NPPs govern the way in which we collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the Australian Privacy Principles may be obtained from the website of The Office of the Australian Information Commissioner at www.aaic.gov.au

What is Personal Information and why do we collect it?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information we collect include: names, addresses, email addresses, phone and facsimile numbers.

This Personal Information is obtained in many ways including [interviews, correspondence, by telephone and facsimile, by email, via our website www.yourbusinessname.com.au, from your website, from media and publications, from other publicly available sources, from cookies- delete all that aren't applicable] and from third parties. We don't guarantee website links or policy of authorised third parties.

We collect your Personal Information for the primary purpose of providing our services to you, providing information to our clients and marketing. We may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from our mailing/marketing lists at any time by contacting us in writing.

When we collect Personal Information we will, where appropriate and where possible, explain to you why we are collecting the information and how we plan to use it.

Sensitive Information

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record or health information.

Sensitive information will be used by us only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose
- With your consent; or where required or authorised by law.

Third Parties

Where reasonable and practicable to do so, we will collect your Personal Information only from you. However, in some circumstances we may be provided with information by third parties. In such a case we will take reasonable steps to ensure that you are made aware of the information provided to us by the third party.



Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

Security of Personal Information

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorised access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for a minimum of 7 years.

Access to your Personal Information

You may access the Personal Information we hold about you and to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact us in writing.

LOOPS TTC powered by HWATT will not charge any fee for your access request, but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information we may require identification from you before releasing the requested information.

Maintaining the Quality of your Personal Information

It is an important to us that your Personal Information is up to date. We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date. If you find that the information we have is not up to date or is inaccurate, please advise us as soon as practicable so we can update our records and ensure we can continue to provide quality services to you.

Policy Updates

This Policy may change from time to time and is available on our website.

Privacy Policy Complaints and Enquiries

If you have any queries or complaints about our Privacy Policy please contact us at: LOOPS TTC powered by HWATT, 618 Somerville Road, West Sunshine 3020.



Still and moving image release

Members of LOOPS TTC powered by HWATT give unreserved permission for all still and moving images taken or recorded by or on behalf of or made available to LOOPS TTC powered by HWATT of the "member" ("the Images") to be:

- a. used in any or all of the promotional and advertising material of LOOPS TTC powered by HWATT; and/or
- b. provided to any third party, including but not limited to media organisations, government bodies, not-for-profit organisations and LOOPS TTC powered by HWATT partners, for their use as they see fit.

The Images may be used in various media formats including online media, social media, print, newspaper, video, public displays television and electronic means of communication and in any edited form.

By becoming a LOOPS TTC powered by HWATT member via the App on the App Store or Google Play waives any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for or in connection with the use of the Images.

If the member wishes to withdraw permission for Images to be used, the member must so inform LOOPS TTC powered by HWATT in writing.

The member understands that if he/she withdraws permission for the Images to be used, LOOPS TTC powered by HWATT will cease any future new publication or use of the Images, but for several years the Images may appear in printed and electronic material which has already been produced or disseminated.

(For Aboriginal and Torres Strait Islander people) I also understand that images of Aboriginal and Torres Strait Islanders may appear in printed and electronic material for several years. If I am an Aboriginal or Torres Strait Islander, LOOPS TTC powered by HWATT will take reasonable steps to prevent the Images from appearing on material published after my death. However, I understand and agree that, despite those efforts, the Images may still be published or disseminated.

The member understands that LOOPS TTC powered by HWATT will make all reasonable efforts to ensure that any use of the Images by LOOPS TTC powered by HWATT or third parties complies with the LOOPS TTC powered by HWATT Photography Policy. The Photography Policy in summary states that LOOPS TTC powered by HWATT will:

- a. respect and protect those whose images are recorded in LOOPS TTC powered by HWATT photography;
- b. manage and use images owned by LOOPS TTC powered by HWATT appropriately

The member understand that the member has no actionable right against LOOPS TTC powered by HWATT for any failure by either LOOPS TTC powered by HWATT or by any third party to comply with the Photography Policy or with the terms of this release form.
