



## Privacy Policy

**Think Business Events as organisers of the Look Good Feel Good Show** 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](http://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 may include: names, addresses, email addresses and phone.

This Personal Information is obtained in many ways including by telephone, email, via our website [www.lookgoodfeelgoodshow.com.au](http://www.lookgoodfeelgoodshow.com.au), from your website, from media and publications, from other publicly available sources, and from cookies 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 unauthorized 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**

Subject to any applicable exemptions under Privacy Act we will upon your request provide access to personal information (as defined in the Privacy Act) we hold about you by writing to Think Business events at the address below:

**Think Business Events** 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.

## **Access to the information we hold**

Subject to any applicable exemptions under Privacy Act we will upon your request provide access to personal information (as defined in the Privacy Act) we hold about you by writing to "The Manager" at the address below:

If you have any questions about this privacy policy, any privacy related dealings with us or a possible breach of your privacy or would like further information about our information management practices, you can contact "The Manager" at the address below:

## **Maintaining the Quality of your Personal Information**

We will take reasonable steps to make sure that your Personal Information is accurate, complete and up-to-date.

"Cookie" technology is used in the Look Good Feel Good Show website to improve the effectiveness of your use of our website and the services we offer. Cookie technology may be disabled or you can also stop cookies being sent to your computer but this will reduce the quality and level of service you will receive from our website. Any Personal information provided by you is stored securely on our database.

## **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 questions about this privacy policy, any privacy related dealings with us or a possible breach of your privacy or would like further information about our information management practices, you can contact Think Business Events at the address below:

Unit 17, 3 Westside Avenue  
Port Melbourne VIC 3207, Australia

**Phone:** [+61 \(0\)3 9417 1350](tel:+610394171350)

**Email:** [info@lookgoodfeelgoodshow.com.au](mailto:info@lookgoodfeelgoodshow.com.au)