

Privacy Policy for www.totallyintoit.com.au

This website is operated by Event Hospitality & Entertainment Limited (The Event Group) and its subsidiary companies, which include The Greater Union Organisation Pty Ltd, Rydges Hotels Limited and Kosciuszko Thredbo Pty Ltd (collectively, the "Event Group").

The Event Group is committed to ensuring your personal information is protected. The Event Group understands and appreciates you are concerned about your privacy and about the confidentiality and security of information we may collect about you. This policy will explain how we manage your personal information.

The information we collect about you

We collect personal information when you submit your application to us using this website, including your Expression of Interest form, resume and cover letter (collectively "your Application"). This includes collecting your name and address, your email address, telephone number and other contact details, residency status and any other personal information you provide to us as part of your Application.

How personal information is collected and held

When you submit your Application, this information will be collected and held by the relevant Event Group companies that operate the businesses you have expressed an interest in, including the management teams responsible for staff recruitment at the relevant Event Group sites.

We hold personal information electronically and in hard copy form, both at our own premises and with the assistance of our third party service providers. We implement a range of measures to protect the security of that personal information.

Cookies

We collect cookie information when you visit our website. Cookies are pieces of information that a website can transfer to an individual's computer hard drive for record keeping. The use of cookies is an industry standard and many websites use them. Cookies are useful for facilitating a user's access to and use of a site. They allow us to track usage patterns and compile data that can help us improve our services to you. Cookie information is used in aggregated form – we do not use it to identify you as an individual. However, if you do not wish any information to be collected through the use of cookies you can change the functions in most web browsers to deny the cookie feature. You can also delete cookies from your hard drive at any time.

How we use your information and who we may disclose it to

The information that we collect from you is strictly confidential. We do not sell, rent, loan, trade or lease the addresses stored in our database to any unrelated third parties.

When you submit your Application, this information will be considered and stored by the relevant Event Group companies that operate the businesses you have expressed an interest in, including the management teams responsible for staff recruitment at the relevant Event Group sites. Your personal information will be used solely for the purpose of recruitment and for assessing your application for employment. Such information will be maintained as part of your employment record if your application is successful.

In order to consider your suitability for employment by the relevant Event Group business, we may need to use your personal information to contact third parties such as your current or former employers to undertake reference checks and related enquiries.

The Event Group engages certain trusted third parties to help us manage this website and provide, improve and promote our services. We will only disclose your personal information to these third parties to perform tasks on our behalf and in compliance with this Privacy Policy. We take steps to ensure that our service providers are obliged to protect the privacy and security of your personal information and use it only for the purpose for which it is disclosed.

In providing us with your personal information, you consent to the abovementioned disclosures.

The Event Group will not disclose your personal information for purposes or to parties other than those outlined above without your consent.

Links to other websites

This website may provide links to third party websites including www.seek.com.au. These linked sites are not under our control, and we are not responsible for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the privacy policy and terms and conditions of that website.

Storage and security of your personal information

Any personal information that we collect about potential employees and job applicants, including email addresses, will be kept in an Event Group database. The database will be accessible only by those authorised to perform tasks such as staff recruitment and related functions. The Event Group will take all reasonable precautions to protect the personal information it holds from any misuse, loss, unauthorised access, modification or disclosure.

The internet is not a secure environment. If you use the internet to send us any personal information, the Event Group will not be liable for events arising from unauthorised access to your information.

Access to your information

You have a right to access and correct most of the personal information we hold about you. If you wish to have access to or correct your information, please send us an email or letter at the addresses provided below. If the Event Group does not allow you to access or correct your personal information we will provide you with the reasons for our decision.

Accuracy of your information

Once we receive personal information from you, we take all reasonable steps to ensure that all the information we collect, use or disclose is accurate and up to date. If you think that any of your personal information held by us is inaccurate, please send us an email or letter at the addresses provided below and we will take reasonable steps to ensure that it is corrected.

Contact us

We take the privacy of your information seriously and it is important that you understand how we manage your personal information. If you have any questions or comments in relation to this Privacy Policy, if you wish to access or correct your personal information, or if you wish to make a complaint about a privacy matter, please contact us by email at privacy@evt.com, or by mail addressed to:

Privacy Officer
Event Hospitality & Entertainment
478 George Street
Sydney NSW 2000

You should provide us with as much detail as possible about the particular information sought, in order to help us retrieve it. An access fee may be charged.

If you wish to make a complaint about a privacy matter, we will examine the complaint and endeavour to respond within 14 days. If you are dissatisfied with our response, you may refer the matter to the Australian Information (Privacy) Commissioner (see www.oaic.gov.au).

The Event Group reserves the right to change this privacy policy at any time. The Event Group will notify any changes by posting an updated version of the policy on its website.

1 February 2016