



PRIVACY POLICY

GENERAL POLICY STATEMENT

BARDAL Pty Ltd trading as functionbook (“the Company”) ACN 612 295 333 is committed to the protection of personal information collected as a result of its business activity, including the principles contained in the Privacy Act 1988 (Cth) as in force from time to time, and to protecting personal and sensitive information from unfair and unauthorised use. Any amendments to the Company’s Privacy Policy will be published on the Company’s website.

COLLECTION GUIDELINES

Personal information will generally be collected directly through the use of the Company’s various tools including enquiry forms, mail, internet, website, email, face to face meeting or phone enquiry. Personal information includes names, dates of birth, addresses, other general details and financial information, and will only be collected by fair and reasonable means. In most circumstances the owner of the personal information will be made aware that the information is being collected and given an opportunity to seek information regarding the purpose of collection, its storage and use.

Only information that is required for a legitimate business reason will be collected in strict observance of law, and in accordance with commercially accepted practices, including:

- a. Providing services to you;
- b. Providing you with information about other services the Company offers;
- c. Enabling our Customers (including venues and approved service providers) to provide their services directly to you or to complete a transaction with you; and
- d. Assisting internal business operations, including the fulfilment of any legal requirements.

Financial information may be collected for the purpose of creating a transaction with a third party for products and/or services. This information is held on secure servers in controlled facilities to ensure confidentiality of information.

HOW WE USE YOUR INFORMATION

The Company uses personal information that is necessary for one or more of our activities, or for a related purpose, that would be reasonably expected by you or to which you have consented. Our use of personal information includes but is not limited to:

- a. providing you with direct marketing on offers, promotions, products and services;
 - b. enabling our Customers to provide their services directly to you;
 - c. conducting reviews and analysis of offers, activities, events, promotions and services;
- and

- d. improving our business operations, including systems development, development of new services and statistical analysis.

It will be necessary for the Company to disclose your personal information to certain third parties. This may include organisations providing venue hire services, marketing and promotional services and/or business administration services.

ACCESS, SECURITY & STORAGE

The Company places a great importance on the security of all information associated with its customers, clients, and contractors. Security measures are in place in order to protect personal information under the Company's control and personal information is destroyed when no longer required. You may access the personal information we hold about you, upon making a written request. The Company will try to acknowledge your request within ten business days of receipt of this written request, and will endeavour to provide you with access to the information requested within twenty-eight business days. A reasonable charge may be applied for processing any such request.

THIRD PARTY WEBSITES

Our website may contain links to other websites. We do not share your personal information with those websites and we are not responsible for their privacy practices. Please check their individual privacy policies.

COOKIES

We use cookies which are segments of information that a web site transfers to your computer's hard drive for record keeping purposes. Data collected from websites do not identify the user.

MORE INFORMATION

For more information on privacy legislation or the National Privacy Principles visit the Federal Privacy Commissioner's web-site at <http://www.privacy.gov.au/> For further information on this policy please contact the Company's Privacy Officer at info@functionbook.com.au or via post, care of The Privacy Officer, PO Box 7749, East Brisbane, QLD, 4169.