



*Hawkins Family Group - Since 1921*

## **PRIVACY POLICY**

Moreton Island Adventures is committed to protecting the privacy of our employees and customers. This privacy policy follows the Australian Privacy Principles (APP) introduced in March 2014.

All information provided to our company will be handled in an open and transparent manner. Any enquiries, complaints or changes to private information will be handled via the company "Complaint Form" and all necessary actions taken under the APP.

Moreton Island Adventures does not disclose personal information to any overseas recipients and only collects personal information where it is required to carry out our duties as an employer or provider of services.

Any person who does not wish to identify themselves is not required to unless we require this information to provide assistance or for legal reasons.

Private information about an individual will only be disclosed if the information is directly related to our primary purpose, required by law, health or general situations where it is necessary and the use will be documented.

Any private information held by Moreton Island Adventures will be provided to the individual upon request through the "complaint form" unless the provision of this information could pose a threat to life, health or safety, the request is frivolous or vexatious, the information relates to existing or anticipated legal proceedings or providing access would be against the law or it is required to be provided under an Australian law.

Any request from an individual, should there be no reason not to supply the information, will be completed within a reasonable period from the date that the "Complaint Form" is completed.

Moreton Island Adventures does not disclose personal information for the practice of direct marketing unless there is an opt-out option included, consent obtained or it is necessary to meet contract obligations.

It is our aim to ensure information held on an individual is up to date, complete, relevant and accurate. Any errors will be corrected upon request via the "Complaint Form" and where applicable, the individual advised of the correction.

All information held that is no longer required will be disposed of in a secure manner so as to de-identify the individual.

This privacy policy is available on our relevant websites and internal intranet.

Any concerns about this Policy and its contents may be directed to management at any time.

**Rosalind Shaw**      **CEO**

**Moreton Island Adventures October 2015 Review October 2017**