

PERSONAL INFORMATION MANAGEMENT POLICY

Privacy Policy

Allstars Self Defence Centres values your trust and the protection of your personal information is a vital part of our relationship. Allstars is committed to complying with the National Privacy Principles as set out in the *Privacy Act 2001* and have adopted them in the management of personal information you provide us. This policy sets out how the company collects, holds and uses personal information collected from individuals in the conduct of our business.

Protecting personal information

All personal information collected from individuals as a result of our business operations is protected as an essential part of the business relationship we wish to establish with our clients. The company will only disclose this information if it is required or authorised to do so by law.

Information the Company holds

We receive information including name, address, telephone, email and facsimile contact details and profile information from individuals and application forms. We also receive information when you contact us in person or via the telephone or send us a facsimile or email or attend our courses.

We also receive information from browsers when you visit our website such as server address, domain name, date and time of your visit, the pages visited and the page you came from, the type of browser and selected information for statistical purposes.

Allstars also makes limited use of cookies on its website. A cookie is an element of data that a Web site can send to your browser, which may then store it on your system. When cookies are used on the site, they are used to generate statistics and measure site activity to improve functionality of our website. The cookie helps us develop and design the layout of the website, improve applications and measures the effectiveness of our marketing activities.

Allstars does not store any of your personal information such as name, mailing address, e-mail address or telephone number during normal Web site usage.

If you do not wish to receive cookies, you may be able to change the settings of your browser to refuse all cookies or notify you each time a cookie is sent to your computer giving you the choice whether to accept it or not.

Using and disclosing of information collected

As a standard practice, we do not give or share any personally identifiable or private customer information. Our main purpose in collecting information is to identify your needs and provide you with the relevant services. Provide you with information about our services, courses and other opportunities in which you may be interested.

Allstars may disclose personal information when:

- required by law;
- to protect the rights, property or personal safety of any member of the public; or the interest of Allstars, and
- the assets and operations of the business are transferred to another party as a going concern.

Security of Personal Information

Allstars will take reasonable steps to ensure the security of personal information that it holds, including taking reasonable steps to prevent the misuse or loss of the information, or unauthorised disclosure or access to this information.

All stored information is retained on a secure server and is protected from unauthorised access through the use of firewalls, secure passwords, user logins or other security procedures. Only persons who need to have access are permitted to see or use personal information held by Allstars and only to the extent that access is relevant to their roles and responsibilities.

Your personal information will not be sold to any other organisation. The personal information is collected so that you can be informed of new timetables, courses, events, job opportunities and promotions offered by Allstars. If you do not wish to receive this information you may remove your name from the mailing list by faxing your request to 03 9579 0800. Please allow for 30 days for this request to be processed.

Access to Personal Information & Changing Collected Information

Allstars aims to ensure that the personal information we hold about you is current and accurate. If you think that the information is inaccurate, please contact us at (03) 9579 0800 or by fax at (03) 9579 0800 or by email at info@allstars.net.au and we will take reasonable steps to ensure that the information is corrected upon being satisfied as to the identity of the person requesting access. If we do not allow you access to any part of the personal information we hold about you, we will tell you why.

If you wish to obtain access to your personal information held by us or to request that we correct any errors in the information held, please contact us by writing to our Privacy Officer, at Allstars Self Defence Centres, Virginia Park Estate- North Drive, 10/236-262 East Boundary Road, East Bentleigh, Victoria 3165.

Changes to the Privacy Policy

From time to time it may be necessary for us to review this policy. We may change our Privacy Policy at any time at our discretion and without notice and notify you of the amendments by posting an updated version on our Web site.

Privacy concerns or complaints

If you have any concerns or wish to make a complaint regarding the treatment of your personal information by Allstars Self Defence Centres please contact our Privacy Officer at (03) 9579 0800. If you have any questions about our Privacy Policy you can write to us at Allstars Self Defence Centres, Virginia Park Estate- North Drive, 10/236-262 East Boundary Road, East Bentleigh, Victoria 3165 or fax our Privacy Officer at (03) 9579 0800