

At Instant Marquees Australia we understand that you value your privacy and wish to have your personal information kept secure. Our Privacy Policy describes generally how we manage your personal information and safeguard your privacy.

If you would like more information, please don't hesitate to contact our office at info@instantmarquees.com.au.

The National Privacy Principles

We are bound by and comply with the National Privacy Principles as provided in the Federal Privacy Act 1988.

At Instant Marquees Australia we only collect personal information that is necessary for us to conduct our business as a retailer providing goods and services. The information we collect will include information you give us when you place an order for the purchase of goods we supply. We may also collect personal information about individuals who are not customers of our business in the course of a transaction, which maybe used for marketing, will be treated with the same level of confidentiality.

We also collect information when you use our website www.instantmarquees.com.au. The only personal information that we collect about you when you use our website is the information you provide to us when you send us an email. Please note that we will record your email address if you send us an email.

We respect your privacy and any personal information that we collect about you will be used by us so that we can provide you with the services that you have requested or otherwise to enable us to carry out our business as suppliers of goods.

We will not disclose any information about you to a third party unless the disclosure is required or authorised by law or you have consented to our disclosing information about you or for another purpose related to the primary purpose of collecting that information that you would reasonably expect.

We may also use your personal information to provide you with information about other services offered by us.

We do not engage in unsolicited telephone marketing as we have a strict policy against telephone marketing.



Privacy

We are committed to maintaining the confidentiality of the information that you provide to us and we take all reasonable precautions to protect your personal information from unauthorised use or alteration.

In our business, personal information may be stored both electronically (on our computer system) and in hard-copy form. Firewalls, anti-virus software and email filters as well as passwords protect all our electronic information. We take all necessary measures to ensure the security of hard-copy information.

Once your transaction is finalised both the electronic and hard-copy information is securely archived. After a period of 7 years both the electronic and hard-copy information is destroyed.

From time to time it may be necessary for us to revise our privacy policy. Any changes will be in accordance with the Privacy Act 1988 and the National Privacy Principles.

If you would like more information about the way we manage personal information or are concerned that we may have breached your privacy, please contact us in writing to: info@instantmarquees.com.au

The Directors
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