



At MEC, we recognize the importance of your personal information. We appreciate that you may have concerns about your privacy and about the security and confidentiality of personal information. MEC is committed to providing you with the highest quality professional service whilst also protecting your privacy.

MEC abides by the National Privacy Principles established under the Privacy Amendment (Private Sector) Act, 2001.

1. Collection

MEC will only collect information that is necessary for the primary purpose of providing a professional service to you. We will collect personal information in a fair and lawful manner and will not be intrusive.

Our ability to provide you with a comprehensive service is dependent on us obtaining certain personal information. This might include:

- ❖ Name and contact details
- ❖ Employment details
- ❖ Payment details

Failure to provide such information may limit our ability to provide the services you require.

2. Use and Disclosure

MEC will not use or disclose personal information collected by us for any purpose for which it is collected, unless consent has been obtained to use the information for additional purposes. Exceptions to this include where disclosure is:

- ❖ Required by law or for inspection to ensure compliance with mandatory statutory standards
- ❖ Provided to external service providers for the purpose of event management

We may also use the personal information collected from you for the purpose of providing you with marketing material.

3. Opt out

MEC will provide you with a low cost way of contacting us if you wish to opt out from receiving further marketing offers. In accordance with the Act, direct marketing offers will contain an opportunity to opt out.

4. Quality of Personal information

MEC's goal is to ensure that, at all times, the personal information we hold is up to date and accurate. If you become aware, or believe that any personal information we hold is inaccurate, incomplete or out of date, please contact us.



5. Storage and security

MEC takes reasonable measures and precautions to protect the personal information we hold from such risks as loss or unauthorized access, destruction, modification or disclosure. Reasonable steps are taken to destroy or permanently de-identify any personal information no longer required.

6. Openness

We will remain open with you about what sort of personal information we hold, how we collect it, and for what purposes we use and disclose this information.

7. Accessing your personal information

Individuals may at any time, requests accesses to personal information that MEC holds about them. Where possible, we will provide you with access to that information either by providing you with copies of the information requested or providing you with an accurate summary of the information held. If we need to deny your request for access, we will let you know why. Generally this would only be in cases where providing access would be unlawful or not within the realms of the legislation.

MEC may charge a fee for supplying personal information.

8. Transborder Data Flows

MEC will not transfer your personal information outside Australia. If we are required to transact with, or send information on your behalf to an overseas organization, we will seek your consent with regard to the transfer.

All requests for access to personal information should be made in writing to The Privacy Officer, MEC, GPO Box 2635 Melbourne Vic 3001

Privacy Inquiries

If you have any questions about this privacy policy, any privacy related dealings with us or a possible breach of your privacy or would like further information about our information management practices, please contact:

The Privacy Officer
MEC Corporate Hospitality
26 Milton Street
WEST MELBOURNE Vic 3003
AUSTRALIA

Telephone 61 3 9326 3010
Fax 61 3 9326 3510
Email privacy@meccompany.com.au

The National Privacy Principles (NPPs) can be viewed at www.privacy.gov.au