



## PRIVACY POLICY

Effective Date: 30 September 2024

### 1. SUMMARY

Thank you for taking the time to read our Privacy Policy!

We respect your privacy and are committed to safeguarding your Personal Information. When you deal with us we might collect Personal Information from you including your Identifying Information, conversations that you have with us and other information that you share with us. With your consent, which you provide by contacting us or doing business with us, either personally or on behalf of your employer, we may share certain Personal Information with Approved Third Parties.

If you are an individual located in the European Economic Area or the United Kingdom, the EU General Data Protection Regulation 2016 might apply when we collect and process your Personal Information. The legal basis we rely upon for collecting and processing your Personal Information is that it is for the purposes of our legitimate business interests (where we consider that our rights are not overridden by yours). In addition to the rights set out below, you may also have the right to object to or restrict processing of your Personal Information, a right to data portability and a right of erasure.

A physical copy of this Privacy Policy is available on request.

### 2. DEFINITIONS

**'Approved Third Parties'** means Third Party Service Providers, any other third party who provides services to us and any party to whom we are required or authorised to disclose your Personal Information by law.

**'Identifying Information'** means information provided by you when you contact us or do business with us (personally or on behalf of your employer) including your name, email address, phone number, bank account details and identity documents.

**'Main Purposes'** means (a) doing business with you or your employer; (b) providing you with information and responding to your enquiries; (c) sending electronic communications to you; and (d) any other purpose specified in the table at paragraph 3.

**'Parties'** means both you and us collectively.

**'Personal Information'** means information or an opinion about an identified individual, or an individual who is reasonably identifiable: (a) whether the information or opinion is true or not; and (b) whether the information or opinion is recorded in a material form or not, and includes Identifying Information.

**'Third Party Service Providers'** means the third parties identified in paragraph 4 and any other party who provides us with services from time to time.

**'us', 'we', 'our'** refers to Jaggi Entertainment Pty Ltd ABN 30 151 157 229.

'Website' means [www.jaggientertainment.com](http://www.jaggientertainment.com)

### 3. WHAT PERSONAL INFORMATION DO WE COLLECT, HOW DO WE COLLECT IT AND WHY?

We collect, hold, use and disclose Personal Information for the Main Purposes. We will only collect such Personal Information as is reasonably necessary for, or directly related to, the Main Purposes or another legitimate purpose specified in the table below.

If we receive Personal Information other than directly from the person who it is about or from a third party that has the consent of that person to deal with that Personal Information (including credit reporting bodies), then we will destroy that Personal Information as soon as practicable if lawful and reasonable to do so.

The Website is hosted by Wix. Wix uses cookies. Find out more about cookies [here](#) and to see which cookies the Website uses click [here](#).

<b>What Personal Information do we collect?</b>	<b>How do we collect it?</b>	<b>Why do we collect, hold, use or disclose it?</b>
Your name, email address, phone number,	We may ask you to provide this information when you contact us with a query or if you or your employer do business with us	We collect this information so that we can: <ul style="list-style-type: none"> <li>• respond to communications from you;</li> <li>• conduct our business efficiently; and</li> <li>• send electronic communications to you</li> </ul>
Your name, email address, physical address, phone number, bank account number, superannuation fund details	We may ask you to provide this information if you are going to be employed by us or if we are engaging you to provide us with services	We collect this information so that we can: <ul style="list-style-type: none"> <li>• contact you;</li> <li>• pay you; and</li> <li>• make contributions to your superannuation fund as required by law</li> </ul>
Name, identity document	We may ask you to provide this information to us if we are going to be doing business together	In order to verify your identity and/or to book travel for you
Communications	If you contact us by email or in another way	So that we can have a record of communications between you and us allowing us to conduct business efficiently

Credit information	We may collect this information from a credit reporting body	To assist in making a decision about whether or not to do business with you
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#### **4. DEALING WITH PERSONAL INFORMATION**

We will deal with Personal Information for the Main Purposes and any other purpose to which you have consented. We may disclose your Personal Information to a Third Party Service Provider. At the effective date of this Privacy Policy, our Third Party Service Providers are:

<b>Third Party</b>	<b>Services</b>
Google	SAAS and cloud backup services
Peninsula	HR Services
TAG Group	Travel agency services
Xero	Payroll and accounting services

While the above third party service providers are based in Australia, New Zealand or the USA, they may store your data on servers located in other countries. In addition, we may share your Personal Information with a third party if we are required to do so under any applicable law.

#### **5. DISCLOSURE OF PERSONAL INFORMATION**

Whenever we provide your Personal Information to a third party, we will request that the third party handles your Personal Information in compliance with: (i) the APPs if the third party is Australian; or (ii) applicable foreign laws comparable to and no less protective than the APPs if the third party is foreign. We will only disclose your Personal Information to overseas recipients for the Main Purposes, with your consent or as required or authorised by law.

#### **6. STORAGE OF PERSONAL INFORMATION**

We will store Personal Information for the longer of (a) seven years from the date of our final communication with you or your employer (in the case of an enquiry) or seven years from the date of the final invoice that we issue to you or your employer or payment that we make to you or your employer. We reserve the right to retain your Personal Information for a longer period of time if we have a valid reason for doing so such as if there is an ongoing dispute between you and us. If we collect a copy of your identity document, we will only retain it for as long as is necessary to fulfil the purpose for which it was collected.

#### **7. INTEGRITY AND SECURITY OF PERSONAL INFORMATION**

We will make reasonable efforts to ensure that the Personal Information that we collect and deal with is accurate, up to date and complete.

We take reasonable steps to protect the Personal Information that we hold from theft, misuse, interference, loss, and unauthorised access, modification or disclosure. However, we cannot

guarantee the security of Personal Information. The steps that we take to protect your Personal Information include limiting disclosure on a need to know basis, password protection and prompt destruction of hard copy documents containing Personal Information, if any.

If any Personal Information is stolen, misused, interfered with or lost, or has been accessed, modified or disclosed without authorisation, we will comply with our legal obligations to report and manage the breach. This includes taking all reasonable steps to complete an assessment of the suspected breach within 30 days of becoming aware of it, taking appropriate remedial action and where appropriate, notifying the affected individuals and the Privacy Commissioner.

## **8. ACCESSING YOUR PERSONAL INFORMATION**

You may request access to your Personal Information by contacting us. If any of the Personal Information we hold for you is inaccurate, out of date, incomplete, irrelevant, misleading or otherwise incorrect, you may ask us to correct the Personal Information and we will do so as soon as reasonably practicable and within 30 days. We will notify relevant third parties of any corrections to the Personal Information we hold where it is reasonable to do so.

## **9. CHANGES**

We reserve the right to change this Privacy Policy by publishing an updated Privacy Policy on our Website and those changes will take effect immediately when they are published. If we make any significant changes to this Privacy Policy we will notify you when we next communicate with you.

## **10. COMPLAINTS**

If you have a complaint about how we handle privacy, please contact us. We take all complaints seriously and will investigate and respond as soon as reasonably practicable, usually within 30 days.

For further information on the APPs and Australian privacy law, see [www.oaic.gov.au](http://www.oaic.gov.au). To contact the Office of the Australian Information Commissioner, including to make a complaint about privacy, contact 1300 363 992 or [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au).

## **11. APPLICABLE LAW**

This Privacy Policy is subject to the laws of Queensland, Australia.

## **12. CONTACT US**

You can contact us at:

The Privacy Officer  
Jaggi Entertainment  
ABN 30 151 157 229  
[legal@jaggiertainment.com](mailto:legal@jaggiertainment.com)