

PRIVACY POLICY

YOUR PRIVACY

Terrace Tower Management Pty Ltd is committed to protecting your personal information. Set out below is our privacy policy, explaining what information we collect, your rights and information about how we protect those rights.

Our policy complies with our legal obligations and is intended to protect your privacy in respect of any personal information you provide to us.

Why do we gather the information and how will we use it?

Apart from the main reason for which you have provided personal information such as entering a competition or registering to receive on-line newsletters, we may use your personal information for related marketing communications to help us improve our services to you.

What information do we collect?

We collect a variety of personal information from you to enable us to tailor our service to meet your personal needs. We only collect personal information directly from you, ie. when you fill in an application or enquiry form, send us a letter, visit our websites or when you visit us in person.

The choice of how much personal information you disclose to us is left completely up to you. If you are comfortable providing us with personal information, we are able to provide a more enhanced service. In most cases we are unable to provide these enhanced services to anonymous users.

We may use an Internet browser feature called a cookie. Cookies by themselves cannot be used to identify you personally; they only identify your computer to our servers when you visit our site. The information gained by us from the use of Cookies provides us with statistics, which can be used to analyse and improve our websites.

GROUP MARKETING MANAGER CONTACT

We welcome your questions and comments about privacy. Please address any queries or comments to our Group Marketing Manager by writing to:

Security

We make all reasonable efforts to protect any personal information that we hold safe from unauthorised access, modification and disclosure. Your personal information will be recorded, amended and used only by authorised personnel who are instructed to keep your information confidential.

Access and correcting personal information

You are welcome to request details of the personal information we hold about you. To do so, contact our Group Marketing Manager (see below for contact details). In order to protect your personal information, we will require personal identification before providing you with details.

If you find that current personal information we hold about you is inaccurate, incomplete or out-of-date, please contact our Group Marketing Manager.

How you can unsubscribe from e-mail newsletters

You can choose to unsubscribe from our e-mail newsletters service by contacting the Group Marketing Manager at any time.

Complaints

If you have a complaint about the way we collect, use or disclose your personal information, please contact our Group Marketing Manager.

Changes to this Privacy Policy

Terrace Tower Management Pty Ltd may make changes to this privacy policy from time to time for any reason. We will publish those changes from time to time on our site.

Group Marketing Manager
Terrace Tower Management Pty Ltd
Level 17 80 William St
East Sydney NSW 2011

Or via e-mail, info@terracetower.com.au