

Castle Hill RSL Group respects your right to privacy and is committed to protecting your personal information. This Privacy Policy outlines how Castle Hill RSL Group collects, uses and manages your personal information.

### 1. Your personal information is important to Castle Hill RSL Group

Castle Hill RSL Group respects the importance of your privacy and that you have the right to make your own choices about how your personal information is collected and used. Castle Hill RSL Group acknowledges that when you provide your personal information, you do so trusting Castle Hill RSL Group and unless you directly give Castle Hill RSL Group consent to do otherwise, Castle Hill RSL Group will only collect and use your personal information in accordance with this Privacy Policy.

### 2. Collecting information about you

Except as stated in this Privacy Policy, Castle Hill RSL Group will not collect or use your personal information without your consent. Castle Hill RSL Group collects your personal information when you:

- provide Castle Hill RSL Group your personal information and contact details;
- order or purchase Castle Hill RSL Group products and/or services;
- enter your personal information on a Castle Hill RSL Group website;
- participate in a Castle Hill RSL Group competition;
- interact with Castle Hill RSL Group through social media (including Facebook and Twitter);
- register on a Castle Hill RSL Group website or use a Castle Hill RSL Group Wi-Fi service, Castle Hill RSL Group and Telstra may collect information on how you use a Castle Hill RSL Group website and the Wi-Fi service; and
- if you contact Castle Hill RSL Group, Castle Hill RSL Group may also keep a record of that contact.

Castle Hill RSL Group will only collect additional personal information with your consent.

### 3. Castle Hill RSL Group use of cookies

Cookies are pieces of information that a website transfers to your computer's hard disk for record keeping purposes. Most web browsers are set to accept cookies. Castle Hill RSL Group uses cookies to make your use of our websites and services as convenient as possible.

#### 4. Using and disclosing your personal information.

Castle Hill RSL Group's purpose in collecting your personal information is to provide you with:

- information that interests you;
- information about events; and
- special offers that are relevant to your interests.

Castle Hill RSL Group will not use or disclose any of your personal information without your consent, unless:

- required by law;
- Castle Hill RSL Group believes it necessary to fulfil the above purposes or otherwise to provide you with services or products which you have requested; or
- to protect the rights, property or personal safety of other attendees at Castle Hill RSL Group, any member of the public or of Castle Hill RSL Group.

#### 5. When Castle Hill RSL Group contact you

Castle Hill RSL Group will not send you any emails without first asking you whether you wish to have promotional information sent to you. If you agree, Castle Hill RSL Group may contact you at the email or other address that you provided Castle Hill RSL Group in order to provide you with:

- updated information about the Castle Hill RSL Group website;
- other information about our products and services which may interest you; and
- other information about upcoming events which may interest you.

If you are receiving promotional information about Castle Hill RSL Group and do not wish to receive this information any longer, you may remove your name from our list either by contact venue reception or email [info@castlehillrsl.com.au](mailto:info@castlehillrsl.com.au).

6. Changing and updating the information Castle Hill RSL Group has about you

If at any time you wish to change your personal information that is inaccurate or out of date, contact Castle Hill RSL Group [info@castlehillrsl.com.au](mailto:info@castlehillrsl.com.au) and we will amend your personal information accordingly.

7. Deleting the information Castle Hill RSL Group has about you or stopping any further advertising material

If you wish to have your personal information deleted, please let Castle Hill RSL Group know by sending an email to [info@castlehillrsl.com.au](mailto:info@castlehillrsl.com.au) and Castle Hill RSL Group will take all reasonable steps to delete such information unless it must be kept for legal reasons. If you do not wish to receive further advertising, marketing or promotional information from Castle Hill RSL Group, please send an e-mail to [info@castlehillrsl.com.au](mailto:info@castlehillrsl.com.au) or by clicking "No" or "Unsubscribe" where you are given the option of receiving future advertising, marketing or promotional emails Castle Hill RSL Group sends to you.

8. Competitions

From time to time, Castle Hill RSL Group conducts competitions on the Castle Hill RSL Group websites and through Facebook. When Castle Hill RSL Group runs these competitions, you will be provided with the choice of being added to a mailing list to receive further contact from Castle Hill RSL Group. Unless you choose to receive further communications from Castle Hill RSL Group, the information which we collect from your entry in the competition is not used for any purposes other than for the competition.

9. Storage and security of your personal information

Castle Hill RSL Group will do everything reasonable to keep secure the personal information which Castle Hill RSL Group holds about you and to keep your personal information accurate and up to date. Access to this information is restricted to Castle Hill RSL Group employees who have specific authorisation. You may

request access to your personal information in writing and Castle Hill RSL Group will provide a copy within 14 days. Castle Hill RSL Group also continually endeavors to improve security safeguards. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure, so Castle Hill RSL Group cannot absolutely promise that the information you provide to Castle Hill RSL Group will always be totally secure. Castle Hill RSL Group will not be held responsible for events arising from unauthorised access to your personal information.

If you wish to make a complaint relating to the Privacy Act 1988 please contact Castle Hill RSL Group on 8858 4800 or [info@castlehillrsl.com.au](mailto:info@castlehillrsl.com.au)