

# Privacy Policy

## GENERAL:

1. Manly Beach Holiday & Executive Apartments respects the privacy of all personal information in its care, and maintains the privacy of all personal information provided to Manly Beach Holiday & Executive Apartments from staff, clients and customers.
2. This document describes Manly Beach Holiday & Executive Apartments Privacy Policy. The commonwealth Privacy Act 1988 requires companies to comply with the National Privacy Principles. Manly Beach Holiday & Executive Apartments is committed to the Australian Privacy Policy Legislation in the way it collects, uses, secures and discloses personal information.

## TYPES OF PERSONAL INFORMATION COLLECTED

3. In order to provide accommodation and rental services Manly Beach Holiday & Executive Apartments needs to collect some personal information from guests and tenants. Some of this information is required to be reported to Owners Corporations and Building Managers under the requirements of the Strata Schemes Management Act. Information collected is as follows:-
  - Name
  - Address
  - Contact details, including phone numbers, email addresses and other relevant contact information
  - Name and address of employer (long term rentals only)
  - Employer contact details (long term rentals only)
  - Date of Birth (long term rentals only)
  - Motor vehicle Details
  - Credit card details & Banking details

## HOW PERSONAL INFORMATION IS COLLECTED AND HELD

4. We may collect personal information from you in a variety of ways including when you interact with us electronically or in person; when you access our website; and when we provide our services to you.

## USE AND DISCLOSURE OF PERSONAL INFORMATION

5. We use your information to provide our services to you.
6. Manly Beach Holiday & Executive Apartments use the information collected for the purpose disclosed at the time of collection or otherwise as set out in this Privacy Policy. Generally Manly Beach Holiday & Executive Apartments will only use and disclose personal information:
  - a. To establish and maintain you as a customer
  - b. To provide the products and services you have requested
  - c. To administer and manage those products and services
  - d. To report to bodies in relation to your rental or stay with us
7. We will not disclose your personal information to any other third party without your written consent, unless the party asking for disclosure has the legal power to require us to disclose the information.
8. Manly Beach Holiday & Executive Apartments will take all reasonable steps to protect your personal information. However, Manly Beach Holiday & Executive Apartments, its employees, partners and contractors are not liable for any unauthorised access to this information.

## CONTACT INFORMATION

9. Concerns regarding privacy should be directed to The Manager

Email: [enquiries@manlyapartments.com.au](mailto:enquiries@manlyapartments.com.au)

Phone: 9977 2444

Post: The Manager  
Manly Beach Holiday & Executive Apartments  
Suite 10, 22 Central Avenue  
MANLY NSW 2095

## CHANGES

Please be aware that we may change this Privacy Policy in the future. The revised version will be uploaded onto our website.