

VELVET ROPE ENTERTAINMENT AND EVENTS PTY LTD PRIVACY POLICY

VELVET ROPE ENTERTAINMENT AND EVENTS PTY LTD (INCLUDING ALL SUBSIDIARY BUSINESSES, REDTIE ENTERTAINMENT, REDTIE BAND AND BOOTH CHIC BRISBANE) COMPLIES WITH THE COMMONWEALTH PRIVACY ACT, 1988.

1. INTRODUCTION

The privacy and protection of your personal information is of primary importance to Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries, including Velvet Rope Entertainment, Redtie Entertainment, Redtie Band and Booth Chic Brisbane. This document serves to outline the ways in which we collect, handle and protect your information.

2. ANONYMITY AND PSEUDONYMITY

In all practicable dealings with Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries, you are able to maintain anonymity by not disclosing your name, or pseudonymity, by using a pseudonym.

3. COLLECTION OF PERSONAL INFORMATION

What personal information do we collect?

Depending on the nature of your interface with Velvet Rope Entertainment and Events Pty Ltd, we may be required to collect information which personally identifies you. This information can include: your contact details, such as names, addresses, telephone numbers and email addresses. We will also collect details of your interactions with us, within our internal communication system.

How do we collect personal information?

Your personal information is collected from you in various ways, including: when you interact with personnel at Entertainment and Events Pty Ltd, and its subsidiaries, by phone, email, in person, or digitally, via platforms such as Velvet Rope Entertainment and Events Pty Ltd (and subsidiaries') website or social media platforms.

This information is only collected when reasonably necessary, in relation to an enquiry or booking made through Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries.

There may be occasion when we will use your name when corresponding with colleagues within your organisation who may be collaborating with you on a project.

Further, in the instance where we are asked to invoice a person other than the client with whom we have been dealing, we will contact the second person to obtain permission to use their details on said invoice.

4. DEALING WITH UNSOLICITED PERSONAL INFORMATION

If it is determined that any unsolicited personal information has been received, we will destroy or delete such information as soon as we become aware of it.

5. NOTIFICATION OF THE COLLECTION OF PERSONAL INFORMATION

Where do we outline our Privacy Policy?

Our Privacy Policy can be viewed via the link at the bottom of our website or emails, or we are able to send this to you upon request.

Why do we collect personal information?

Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries will be required to collect relevant personal information from you during the course of your interface with our company in making a booking. This will be in regards to issuing invoices and outlining client liaison contact personnel for events.

What happens if we do not have this information?

In the event that we do not have the personal information required to issue an invoice, we will be unable to do so, and this will result in the booking not going ahead. If a booking has been made, the name and contact details of an onsite contact person from your organisation or the venue will be required so that our performers are able to report to said person upon their arrival to the booking. If we do not have these details, there may be issues with our performers arriving onsite to their designated area on time and this may effect the booking.

6. USING OR DISCLOSING PERSONAL INFORMATION FOR A SECONDARY PURPOSE

Will we disclose your personal information to personnel outside our company?

Your personal information will not be disclosed to personnel outside our company, without your authority. In some circumstances, we may be required to speak to a venue contact or other person at your organisation, and your details may be mentioned in order to facilitate the successful function of your event. All other contact details will remain strictly confidential.

7. DIRECT MARKETING

Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries will never sell your private information to a third party.

Occasionally, we may send email updates to previous clients in order to keep them informed about new performances we have available. This email will always be accompanied by an 'opt-out' option, which we will comply with, when actioned.

8. CROSS-BORDER DISCLOSURE OF PERSONAL INFORMATION

There may be circumstances that we are required to disclose your personal information to overseas recipients, for the express purpose of executing your booking. In the event that we are required to do this, we will: inform you before disclosing the information to the recipient, and; take all reasonable steps to ensure the recipient does not breach the Australian Privacy Principles.

9. ADOPTING GOVERNMENT RELATED IDENTIFIERS

Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries will never require you to disclose information that is used by the government to identify you, such as a letter, number, symbol, or combination of these.

10. ENSURING YOUR PERSONAL INFORMATION IS UP-TO-DATE

Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries will take all reasonable measures to ensure your personal information is kept up-to-date. This includes implementing procedures within our company that mitigate mistakes being made in regards to the records of said information.

11. SECURITY OF PERSONAL INFORMATION

Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries protect your personal information in a number of ways. First, all computers which are used by the personnel at our company are protected by NORTON 360 in order to protect the unauthorised access of your information from outside entities. The employees at Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries are trained in the importance of protecting the privacy of our clients' personal information, including understanding the meaning of the terms 'misuse' and 'loss', and what is to be done if this were to happen.

Your personal information will remain within our internal communications system after your booking is complete with us. The reason for this is to assist with our internal analytics related to the origins of incoming enquiries.

12. ACCESS TO YOUR PERSONAL INFORMATION

You are welcome to request access to the personal information kept by Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries at any time. This can be requested via email to the consultant with whom you have been dealing, and the information will be made available to you within 48 business hours of your request.

13. HOW TO MAKE A PRIVACY COMPLAINT

If you have any concerns or complaints about the manner in which Velvet Rope Entertainment and Events Pty Ltd and its subsidiaries have handled your personal information, please contact us immediately via email to your consultant. We will then review your concern or complaint, and respond to you promptly to outline the steps which we intend to take in order to resolve your concern or complaint. If you are not satisfied with our response, you may take your concern or complaint to the Office of the Australian Information Commissioner (OAIC).

More information about how to do this can be found here:

<https://www.oaic.gov.au/privacy/privacy-complaints/lodge-a-privacy-complaint-with-us>

You are able to lodge your complaint either by online privacy complaint form, sending the form to the Office of the Australian Information Commissioner (OAIC), GPO Box 5288, Sydney NSW, 2001, or faxing to +61 2 6123 5145.

14. CONTACT US

If you would like to obtain more information about the information contained in this document, or Velvet Rope Entertainment and Events Pty Ltd's outline for protecting your privacy, please contact us. This can be done via the following means:

Email: rowena@velvetropeentertainment.com

Phone: 0434-368-284