



## Oz Homestay Privacy Policy

The following statement explains Oz Homestay's policy relating to the collection, storage and use of personal information. The purpose of this policy is to assure anyone who does business with Oz Homestay that Oz Homestay will comply with both the letter and spirit of the Privacy Act 1988.

### Compliance with Privacy Legislation

Oz Homestay takes seriously its obligation to safeguard personal information regarding its customers. This policy formalises and strengthens this commitment to Oz Homestay's customers. Oz Homestay complies with the National Privacy Principles contained in the Privacy Act 1988.

### Collection of Personal Information

Personal information is generally defined as information or an opinion that can identify a person. The type of personal information that Oz Homestay collects from its clients will depend upon what dealings the clients may have with Oz Homestay.

### Use and Disclosure of Personal Information

In general, Oz Homestay's policy is only to use or disclose personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. This includes sending Homestay information to students, student's agents and schools. Oz Homestay may also use or disclose the information collected for any other related purpose for which a client would reasonably expect it to be used. If Oz Homestay wish to use or disclose the personal information in other circumstances it would obtain the client's consent to do so.

### Sharing information with other organisations

Oz Homestay does not sell personal information to other companies under any circumstances. The only circumstances in which external organisations may be given access to Oz Homestay's client personal information are when Oz Homestay's contractors and service providers are assisting Oz Homestay in the operation of its business. Oz Homestay requires these organisations to agree to Oz Homestay's Privacy Policy and to strict conditions governing how this information may be used.

### Marketing

Oz Homestay may send advertising mail to its clients where the advertising mail is related to the purpose for which the information was collected. If the client no longer wishes to receive promotional information from Oz Homestay, the client should advise the Oz Homestay.

### Cookies

A cookie is a small data file that may be placed on the computer of a web user (usually in the browser software folder) the first time a computer visits a web site which operates cookies. Cookies are necessary to facilitate on-line transactions and ensure security. If customers do not wish to receive any cookies they should set their browser to refuse cookies. Oz Homestay do not use cookies to keep personal profiles of its customers' use of the Oz Homestay web site at <http://www.ozhomestay.com.au>.

P.O. Box 3059, Rhodes NSW 2138 Australia

Tel: (61-2) 8765 9063 Fax: (61-2) 8765 9049

Email: [info@ozhomestay.com.au](mailto:info@ozhomestay.com.au) Web: [www.ozhomestay.com.au](http://www.ozhomestay.com.au)

## **Security of personal information**

Oz Homestay will take reasonable steps to protect personal information that it collects and ensure that the information is accurate and up-to-date. Client information is held on secure servers or in storage located in controlled environments. Oz Homestay employees are required to maintain the confidentiality of any personal information held.

## **Access to Personal Information**

Clients are welcome to request personal information Oz Homestay hold about them. To obtain a copy of the personal information that Oz Homestay holds, please contact the Oz Homestay. Oz Homestay may require personal identification.

## **Changing Information**

If the client wishes to change personal information that is inaccurate or out-of-date, they may do so online with their own login details or write to Oz Homestay.

## **Changes in the Future**

Oz Homestay reserves the right to change this Privacy Policy at any time. Oz Homestay will notify any changes by posting an updated version of the policy on the Oz Homestay website at

<http://www.ozhomestay.com.au>

## **Additional Information on Privacy**

For further information about privacy issues and the protection of privacy, visit the Australian Federal Privacy Commissioner's website at <http://www.privacy.org.au>

You can contact Oz Homestay as follows:

Telephone: (02) 8765 9063

Facsimile: (02) 8765 9049

Email: [info@ozhomestay.com.au](mailto:info@ozhomestay.com.au)

Address:

OZ Homestay

PO Box 3059

Rhodes, NSW, 2138