

All information collected from our customers and members is treated as strictly confidential and is used only for the purpose of communicating with our customers and members.

Cocos Gym does not and will not give, sell or transfer information regarding our customers and members to any other organisation. Privacy is secure to the extent that the information gathered in the course of business will not be disclosed to any other company or individual except as directed by law.

If you require access to your information, please contact Cocos Gym at the following contact points,

The Privacy Officer

2/6 Strathaird Road, Bundall, QLD

Australia, 4215

Phone 07 5538 0034

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

This Privacy Statement applies to all business activities of Cocos Gym, including its website, direct mail and marketing activities to the extent that they affect or involve the collection, use, disclosure or handling of personal information.

Cocos Gym understands the importance to its customers and members of the discreet and confidential handling of their personal information. It is Cocos Gym's policy to comply with the requirements of the Privacy Act 1988 and the National Privacy Principles contained in that Act in all activities of Cocos Gym the collection, use, disclosure and handling of personal information.

In this Privacy Statement personal information means information (including information or opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion (source: Privacy Act 1988).

### ***Collection***

Cocos Gym will collect personal information by lawful and fair means and not in an unreasonably intrusive way.

Where practicable, Cocos Gym will make known the purpose for which it is collecting personal information and will collect personal information concerning an individual only from that individual.

### ***Use and Disclosure***

Cocos Gym will not use personal information concerning an individual for a purpose other than the primary purpose for which it was collected, unless Cocos Gym has obtained the consent of the individual to use of that information for a secondary purpose.

Cocos Gym may use personal information for a purpose other than the primary purpose (known as a secondary purpose), without explicit consent from the individual, only if the secondary purpose is related to the primary purpose, or there is a reasonable expectation that the information could be used for a secondary purpose.

For example, in the event of a customer or member purchasing a product or service from Cocos Gym as a result of a telephone call, it could be reasonably expected that a related secondary purpose such as mail of a Newsletter could follow.

If it is not practicable to obtain the individual's consent and the individual has made known to Cocos Gym the individual's desire not to receive any further direct marketing and/or telemarketing communications, Cocos Gym will cease any direct marketing and/or telemarketing communications to the individual.

Cocos Gym follows the regulations and procedures requires as part of the ACMA "Do Not Call" register.

Personal information collected and/or stored by Cocos Gym for an individual will not be disclosed to any other third party, unless the individual has been first contacted by a director or authorised employee of Cocos Gym via mail or telephone, asked to opt in, and has consented to do so.

### ***Data Quality***

Cocos Gym will take all reasonable steps to ensure that personal information that it holds is accurate, complete and up-to-date.

### ***Security***

Cocos Gym maintains data security insofar as data is possible to protect through virus protection and internal quality procedures.

### ***Open Access***

On request by individuals, Cocos Gym will make known to those individuals the types of personal information it holds, the purpose for which it is held and how Cocos Gym collects, holds and uses that information.

On request by an individual, but subject to the exceptions prescribed by the National Privacy Principles, Cocos Gym will provide the individual with access to their personal information and will allow that individual a reasonable opportunity to correct any inaccuracies or out-of-date information.

A request for access to the personal information held by Cocos Gym concerning an individual can be made by that individual to Cocos Gym's Privacy Officer on the numbers or address mentioned above. A fee may apply.

### ***Identifiers***

Cocos Gym will not use tax file numbers or other government-issued identifiers, other than the ABN, to identify a record of personal information relating to an individual.

***Anonymity***

Cocos Gym will maintain the anonymity of an individual in a database of personal information unless the identity of the individual is necessary to perform a lawful activity.

***Other Transfer of Information***

Cocos Gym will not transfer personal information relating to an individual outside Australia unless the individual has consented to such a transfer and Cocos Gym has satisfied itself that the recipient of the personal information will uphold principles for the handling of personal information which are similar to the National Privacy Principles.

Any questions or comments concerning Cocos Gym privacy policies and practices, any requests for access to an individual's personal information held by Cocos Gym and any general privacy inquiries should be addressed as above.