

# Privacy Collection Statement

	<b>FACILITY DETAILS:</b>		
	Address: 16 Waigani Ave, Ravenhall, VIC, 3023		
	Phone: (03) 9360 5599		
	Email: info@carolinespringsselfstorage.com.au	Web: www.carolinespringsselfstorage.com.au	
	Trading as: The Trustee for Irvine Moving Trust, T/A Caroline Springs Self Storage	ACN: 603208 466	

## What sort of information do we collect?

To offer you storage, it is necessary for us to collect information about you, including:

- your name
- date of birth
- licence number and details
- passport number
- telephone number
- email address
- physical address
- CCTV footage, and/or audio
- any other information reasonably necessary.

**We collect, maintain, use and disclose this information in accordance with the *Australian Privacy Principles and Privacy Act 1988.***

## Why do we collect information from you?

We collect your information to assist us to provide you with storage and do business with you. You may choose not to provide us with personal information, but if we cannot identify you it is impractical for us to offer you storage. Using our services indicates your consent to the use and disclosure of your information as described in this statement.

We also collect this information for credit and risk management purposes, including to enable us to use and contribute to the Self Storage Association of Australasia's (**SSAA**) internal credit and behaviour database (the **StorerCheck Database**). Your information, including the details of your government-issued identifying documents, will be disclosed on, and shared with SSAA members accessing, the StorerCheck Database. Some SSAA members reside in New Zealand, so your information may be disclosed to recipients in New Zealand.

## Disclosing your information

We may need to disclose your information to others outside our business, including services providers, law enforcement agencies, government agencies and departments, debt collection agencies, storer screening databases and others. In some circumstances, your information may be sent outside of Australia for processing or storage, including to NZ, USA and the UK.

## Retention of your information

Your information will be stored on the StorerCheck Database until the later of the date on which we, SSAA, or another SSAA member no longer needs your information, or the date that is 5 years after you cease using the services of a SSAA member.

## We take your privacy seriously

We have a detailed Privacy Policy which further details why we collect your information, how we may disclose it, how we ensure it is secure, your right to view and correct personal information we hold, and how to lodge a complaint if you believe we have breached the *Australian Privacy Principles*.

## How to view or obtain a copy of our Privacy Policy

You can obtain a copy of our Privacy Policy by:

- requesting one from our office, or
- viewing it online on our website [www.carolinespringsselfstorage.com.au](http://www.carolinespringsselfstorage.com.au)