

## Privacy Policy

### (Levart Distribution Systems Pty Ltd)

#### Introduction

**Levart Distribution Systems (Levart)** has created this Privacy Policy to demonstrate its commitment to your privacy while visiting its website at [www.levart.com.au](http://www.levart.com.au) ("**Website**")

This Privacy Policy sets out how **Levart** will handle personal information which you provide to it as a user of the Website.

The terms of this Privacy Policy form part of and should be read in conjunction with the Levart Distribution System's "[Terms and Conditions](#)" and Reservation Form found at the Website.

**Levart** may edit this Privacy Policy from time to time. This Privacy policy is dated 24 May 2018

#### 1. Collection and Use of Personal Information

- a. If you are in the EEA, by accessing the Levart website, you have agreed to the use of my data as described in this Privacy Policy. It also describes the choices regarding use, access and collection of personal information as well as your rights to your personal data that we process. If you do not agree with the terms, please do not access or use the Levart website, Service Offerings, mobile applications, or any other aspect of Levart's Business.
- b. **Levart** will only collect personal information when you make a reservation, register as a member or when you participate in any promotions or competitions run by **Levart** from time to time.
- c. My Data, when you make a reservation or register as a member with **Levart** we ask you for:
  - your name
  - company name, if applicable,
  - address,
  - email,
  - phone,
  - fax,
  - credit card number,
  - cardholder's name and card expiry date

In respect to reservations, the **Levart** property for which the reservation was made will contact you by email or otherwise confirming your reservation based on the availability of their rooms and for the authentication of your credit card.

- d. If you do not provide us with all personal information we request, we will not be able to accept your reservation or membership. All forms and request for information will have opt in functionality. If you do not check the opt in check box the data will not be sent to **Levart**.
- e. For membership only, we will use your personal information to contact you regarding our promotions and for marketing purposes. If you do not wish us to do so, you may opt out by sending **Levart** an e-mail which contains the details of your original e-mail address and by placing the words "unsubscribe" in the subject section of the email message.
- f. Levart collects information under the direction of our customers and has no direct relationship with the individuals whose personal data it processes on behalf of such customers. When we provide services to our customers, in some instances we process personal information about their clients or employees ("Client Information") on their behalf. In these situations, it is our customers rather than we who decide the reasons for which the Client Information will be processed.
- g. If you are a client or employee of one of our customers and would no longer like to be contacted by one of our customers that use our service or for details of how the Client Information will be used and protected, and details of how to access or correct the information, please refer to the privacy statement of the Levart customer to which you submitted your personal information. We may transfer personal information to companies that help us provide our service. Transfers to subsequent third parties are covered by the service agreements with our customers.
- h. Levart acknowledges that you have the right to access your personal information. An individual who seeks access, or who seeks to correct, amend, or delete data should directly query Levart's customer. If requested to remove data, we will respond within the applicable legal timeframe.
- i. We will retain personal data we process on behalf of our customers for as long as needed to provide services to our customers at their instruction. Levart may also retain this personal information as necessary to comply with our legal obligations, resolve disputes, and enforce our agreements.

## **2. Disclosure and Information Sharing**

**Levart** will not sell your personal information to any third party.

**Levart** will only disclose your personal information where:

- a. we have your consent to share the personal information;
- b. we are required by law to do so;
- c. we deem it necessary to provide you with services you have requested;
- d. our Terms and Conditions state we will;

- e. we reasonably believe that use or disclosure is necessary to prevent or lessen a serious and imminent threat to an individual's life, health or safety or a serious threat to public health or safety; or
- f. we have reason to suspect that unlawful activity has been, is being or may be engaged in and the use or disclosure of your personal information is a necessary part of any investigation of the matter or in reporting our concerns to relevant persons or authorities.

### **3. Collection of Information Using Cookies and Other Tools**

- a. Levart may collect and/or log your Internet Protocol address, Internet domain name, the web browser and operating system used to access Levart Websites, Service Offerings, our mobile applications or other interactions (e.g., customer service inquiries, etc.), the files visited, the time spent in each file, and the time and date of each visit or clickstream data. Levart may collect this information automatically as you browse via the use of log files and web beacons to analyse trends in the aggregate and administer the Levart Websites and Service Offerings. Levart and its partners use cookies or similar technologies to analyse trends, administer the website, track users' movements around the website, and to gather demographic information about our user base as a whole. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.
- b. We may also use cookies and other electronic tools placed by a third-party service provider to measure the effectiveness of advertising and other information and help us and our clients understand what product information is of most interest to our customers and what kinds of advertising offers our customers like to see. Although the service provider logs the information coming from Levart Websites or Service Offerings on our behalf, Levart controls how that data may and may not be used. You can control the use of cookies at the individual browser level, but if you choose to disable cookies, it may limit your use of certain features or functions on our website or service.
- c. If you wish to opt out of interest-based advertising, please contact us at [admin@levart.com.au](mailto:admin@levart.com.au) or follow the opt-out instructions in the email.
- d. We use mobile analytics software to allow us to better understand the functionality of our mobile applications on your phone. This software may record information such as how often you use the application, the events that occur within the application, aggregated usage, performance data, and where the application was downloaded from. We do not link the information we store within the analytics software to any personal information you submit within the mobile application.

#### **4. Sharing Your Information**

- a. Levart may share non-personal information (e.g., anonymous, aggregated data) without restriction. Levart may share your personal information as described in this Privacy Policy and with its service clients to the extent necessary to deliver the Levart Websites or Service Offerings you requested, respond to your requests for information on Software or Service Offerings, or otherwise support your business needs. If you opt out of sharing your information with these third-party service providers for these purposes, we may be unable to provide the Levart Websites, Service Offerings, mobile applications, information or support you requested.
- b. Third-party service providers and clients receiving personal information are authorized to use your personal information only for the purpose it was originally intended or as required or permitted by law. However, unless otherwise dictated by law or agreement, Levart is not responsible for any improper use by such parties.

#### **5. Sharing Personal information Across Country Borders**

5.1 We may also disclose your personal information and other information, including across country borders:

- a. to our subsidiaries, affiliates, and worldwide offices;
- b. to comply with the law or in response to a subpoena, court order, law enforcement or government request, or other legal process;
- c. to produce relevant documents or information in connection with litigation, arbitration, mediation, adjudication, government or internal investigations, or other legal or administrative proceedings;
- d. if Levart determines in its good faith judgment that such disclosure is necessary to provide its services or to protect the rights, interests, safety, or property of its business, employees, suppliers, customers, or others;
- e. in connection with any proposed or actual sale or other transfer of some or all assets of Levart, and/or any proposed or actual sale or merger of Levart or any division of Levart;
- f. to enforce the terms of any agreement with Levart;
- g. to combat fraud or other criminal activity;
- h. for any other purpose disclosed by us when you provide the information;
- i. as otherwise required or permitted by law; and/or
- j. with your consent.

5.1 In certain cases, Levart offers European Union Model Clauses, also known as Standard Contractual Clauses, to meet the adequacy and security requirements for our customers that operate in the European Union, and other international transfers of customer data.

5.2 Unless permitted by relevant laws, Levart will not share, sell, trade, or lease your personal information to or with others except as provided for in this Privacy Policy.

## **6. Marketing Choices, Right to Access Your Personal Information, and Our Retention**

- a. **Your Marketing Choices.** Your decision to provide the personal information that we may request from time to time is voluntary. However, if you do not provide the personal information requested, you may not be able to proceed with the activity or receive the benefit for which the personal information is being requested. You can always unsubscribe or choose not to receive promotional materials from Levart by following the specific instructions in the email or other communication you receive or by notifying us via the appropriate method(s) described below. It may take a reasonable period of time to process your request, but no longer than 14 business days for email promotions. In countries where Levart is required to do so by law, Levart will offer you the opportunity to provide opt-in consent before promotional materials are sent, or promotional calls are made, to you. This will not apply to service communications that are considered part of certain Service Offerings, which you may receive periodically unless you cancel the applicable Service Offerings.
- b. **Your Access to Your Personal Information.** Levart strives to keep your personal information accurate. We have implemented technology, management processes, and policies designed to maintain data integrity. We will provide you with reasonable access to your personal information in accordance with relevant laws, including by making reasonable efforts to provide you with online access and the opportunity to update your information. To protect your privacy and security, we will take steps to verify your identity before granting access or making changes to your personal information. Upon request, Levart will provide you with information about whether we hold any of your personal information. To request access, correction, or deletion or transfer of your personal information, follow the applicable instructions below. While we will make reasonable efforts to accommodate your request, we also reserve the right to reject such requests or to impose certain restrictions and requirements on such requests, if required or permitted by applicable law. We will respond to your request within a reasonable time frame.
- c. **Our Retention of Your Information.** We will retain your personal information for as long as your account is active or as needed to provide you Levart Websites, Service Offerings and mobile applications. If you wish to cancel your account, or request that we no longer use your personal information to provide you Software or Services, contact us via the applicable methods provided below. Even after we cancel your account or cease using your personal information to provide you Software or Services, we may still retain, use, and disclose your information as necessary to comply with our legal, regulatory, ethical, or

document retention obligations, and any request to delete your personal information is subject to these obligations and restrictions.

## 7. Changing Your Personal Information

For membership only, should you wish to change the personal information provided by you at registration. You can do so by sending an e-mail to [admin@levart.com.au](mailto:admin@levart.com.au). We would ask that you promptly update your information if it changes.

## 8. Security of Your Personal Information

- a. Levart has implemented administrative, technical, and physical measures designed to protect your personal information from accidental loss and from unauthorised access, disclosure, use, alteration, or destruction. These measures include computer safeguards and secured files and buildings, Internet firewalls, intrusion detection, anti-virus protection, network monitoring, and, where appropriate and required by applicable law, Transport Layer Security (“TLS”) or similarly encrypted browsers. However, no electronic data transmission or storage of information can be guaranteed to be 100% private and secure, and you understand that Levart does not ensure or warrant the privacy or security of any information we collect from or about you, and that you use the Levart Websites and provide us with information at your own risk. If a password is used to help protect your accounts and personal information, it is your responsibility to keep your password confidential. Please also be careful to avoid “phishing” scams, where someone may send you an email that looks like it is from Levart asking for your personal information. Levart will never request your personal information through e-mail. If you have any questions about the security of your personal information, you can contact us at set forth below.

## 9. Links

The Website may be linked to other websites. **Levart** has no control over the linked websites and is not responsible for the privacy practices of those sites.

## 10. General

- a. Given the purpose of the Website it is not practical to deal with you anonymously.
- b. We will not collect sensitive information about you without your prior consent.
- c. Children are not eligible to use our services unless in conjunction with parents or guardians.
- d. If you have any questions on this Privacy Policy send an email to [admin@levart.com.au](mailto:admin@levart.com.au).

## **11. Levart Contact Information for Marketing, Requests for Access, Correction Deletion or Transfer, and Questions About and Enforcement of This Privacy Policy**

- a. Unsubscribe from Levart emails at the unsubscribe link on the email or send an email to [admin@levart.com.au](mailto:admin@levart.com.au) with your email address in the subject field.
- b. To request access, correction, deletion or transfer of your personal information or withdrawal of consent to the processing described in this Privacy Policy, please email us at [admin@levart.com.au](mailto:admin@levart.com.au).
- c. If you have questions regarding our compliance with this Privacy Policy, please contact us by mail at Levart PO Box 128 Floreat Forum, Western Australia 6014, or email us at
- d. If you are a resident of the EEA and have an unresolved privacy or personal information collection, use, or disclosure concern that we have not addressed satisfactorily, please contact the EU Data Protection Authorities. If you are a resident of Switzerland and have this concern, please contact the Swiss Federal Data Protection and Information Commissioner.
  - i. For more information on how to contact the EU Data Protection Authorities, click [here](#).
  - ii. For more information on how to contact the Swiss Federal Data Protection and Information Commissioner, click [here](#).

## **12. Changes to this Privacy Policy**

- a. Levart may update this Privacy Policy periodically and will note the date of its most recent revision above. If we make material changes to this Privacy Policy, we will notify you either by prominently posting a notice of such changes prior to implementing the changes. We encourage you to review this Privacy Policy frequently to be informed of how Levart is collecting, using, retaining, protecting, disclosing, and transferring your information.

This Policy was last updated on May 24, 2018. View the previous version of the privacy policy [here](#).