

Aire-Spaces

Home | Meals | Concierge

ABN 24 291 162 597

W [Aire-spaces.com](https://aire-spaces.com)

E info@aire-spaces.com

P [\(03\) 7074 4524](tel:(03)70744524)



Privacy Policy and Insurance Coverage

Last updated: 4th September 2025

1. Introduction

Aire-Spaces is committed to protecting your privacy and ensuring your personal information is handled responsibly. This Privacy Policy outlines how we collect, use, disclose, and safeguard your information across our services, including Aire Meals, Aire Concierge, Home Management, Wardrobe Services, and Event Support.

2. What Information We Collect

We may collect the following types of personal information:

Full name, contact details, address

Emergency contact details

Payment information

Dietary, accessibility, or lifestyle preferences (as provided)

Referral information (for staff and contractors)

Photos or videos (for marketing or testimonials, only with consent)

3. How We Collect Your Information

We collect personal information when you:

Contact us via our website, phone, email, or social media

Sign up for a service, quote, or consultation

Attend an event hosted by Aire-Spaces

Provide feedback, complete a form, or participate in a survey

Join our team or apply for a role or placement

4. Why We Collect It (Use of Information)

We collect and use your information to:

- Deliver tailored services and experiences
- Provide accurate quotes and service schedules
- Process payments and manage bookings
- Communicate with you about your service
- Maintain internal records, safety logs, or rosters
- Comply with legal or contractual obligations

5. Disclosure of Information

We will never sell your personal information. We may share information with:

- Our team members and trusted subcontractors (only as needed to perform services)
- Payment platforms and booking software
- Government or emergency services (where required by law or duty of care)
- Educational partners (e.g., student placements, with consent)

6. Data Storage and Security

Your data is securely stored in password-protected systems, encrypted platforms, and secured communications. We take reasonable steps to protect your data from misuse, loss, or unauthorised access.

7. Marketing and Photography

We may ask for your permission to use testimonials or service photos. You will always have the choice to opt out or request removal at any time.

8. Access, Corrections, and Deletion

You have the right to:

- Access the personal information we hold about you
- Request corrections to inaccurate or outdated details
- Request deletion, unless retention is required by law

To make a request, contact:

info@aire-spaces.com

9. Insurance Coverage

Aire-Spaces maintains appropriate insurance policies to ensure peace of mind and professional accountability across all services. These include:

- Public Liability Insurance – \$5,000,000
- Products Liability Insurance – \$5,000,000
- Property in Your Custody or Control – \$250,000

If requested, a certificate of currency can be provided for clients, venues, or partner organisations.

10. Changes to This Policy

This policy may be updated from time to time. All updates will be posted on our website and apply from the date of publication.

11. Contact Us

If you have questions or concerns, please reach out to:

Crystelle Firmin
Managing Director, Aire-Spaces
info@aire-spaces.com



A I R E

S P A C E S

H O M E | M E A L S | C O N C I E R G E