

## Prominence SP80140 – Privacy Policy

### Preface

If information is not provided it may impact the ability for the owners corporation to efficiently discharge its duties. This may affect you with essential maintenance regarding water seepage, electrical failure, fire certification, power outage, lift breakdown, insurance renewal and premiums.

In some instances, an additional charge may be levied or cost incurred where you cannot be contacted or the information is not updated and readily available. Resident records are also vital should an emergency evacuation be necessary.

This Privacy Policy sets out our commitment to protecting the privacy of personal information provided to us. In this Privacy Policy **we, us** or **our** means The Owners—Strata Plan No 80140.

### Personal information

We may collect personal information from you and/or third parties including without limitation:

1. Name and contact details for you and your co-residents.
2. Name and contact details for emergency contacts.
3. Details of any vehicles including make, model and registration.
4. Details of any pets including name, type of animal and photos.
5. Details of any leases including agent, start and duration dates and primary contact.

### Collection and use of personal information

We may collect, hold, use and disclose personal information for purposes including without limitation:

1. Access to common property areas and services.
2. Supply of products and services to you.
3. Internal record keeping and administrative purposes.
4. Notification of maintenance, inspections and works.
5. In the event of emergency or evacuation.
6. To comply with our legal obligations and resolve any disputes that may arise.



## Disclosure of personal information to third parties

We may disclose personal information to parties including without limitation:

1. Third party service providers to assist in their providing their services including IT service providers, data storage, web-hosting and server providers, maintenance or problem-solving providers, professional advisors and both payment and general system operators.
2. Our employees, contractors and/or related entities including to collect, maintain and use the information obtained.
3. Anyone to whom your business or our business or assets (or any part of them) are, or may (in good faith) be transferred.
4. Credit reporting agencies, courts, tribunals and regulatory authorities, in the event you fail to pay for goods or services we have provided to you.
5. Courts, tribunals, regulatory authorities and law enforcement officers, as required by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights.
6. Third parties, including agents or sub-contractors, who assist us to collect and process data and in providing information and services to you. This may include parties located, or that store data, outside of Australia.

By providing us with personal information, you consent to the disclosure of your personal information to third parties who reside within and outside Australia and acknowledge that we are not required to ensure that those third parties comply with Australian privacy laws.

## Your rights and controlling your personal information

**Choice and consent:** Please read this Privacy Policy carefully. By providing personal information to us, you consent to us collecting, holding, using and disclosing your personal information in accordance with this Privacy Policy. You do not have to provide personal information to us, however, if you do not, it may affect our providing of products and/or services to you.

**Third party information:** If we receive personal information about you from a third party, we will protect it as set out in this Privacy Policy. If you are a third party providing personal information about someone else, you represent and warrant that you have such person's consent to provide the personal information to us.



**Access:** You may request details of the personal information that we hold about you. An administrative fee may be payable for the provision of such information. IN certain circumstances, as set out in the *Privacy Act 1988* (Cth), we may refuse to provide you with personal information that we hold about you.

**Correction:** If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us and we will take reasonable steps to correct any information found to be inaccurate, incomplete, misleading or out of date.

**Removal:** If you request that we delete your personal information from our records at any time we will take reasonable steps to remove that information whilst also maintaining adequate current and historic record keeping including as required by law.

