



Specialised Properties Pty Ltd

## PRIVACY NOTICE AND CONSENT

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Ellison Specialised Properties Pty Ltd (ACN 119 935 296) trading as Ellison Specialised Properties is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). Our complete Privacy Policy can be accessed at [www.ellisonproperties.com.au](http://www.ellisonproperties.com.au).

### Information Collection, Use and Disclosure

During the course of your involvement with Ellison Specialised Properties, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell or lease your property;
- Assisting you to purchase or lease a property (either as a lessor or lessee);
- Assisting you to obtain a loan;
- Assisting you with payment or refund of a bond and tenancy disputes;
- Coordinating repairs or maintenance of a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other government agency, Residential Tenancies Authority or on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you;

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name and date of birth;
- Your residential, postal and e-mail address;
- Your home, work and mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned by you;

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal advisor, your past or current employers, your previous lessors or property managers, and tenancy information services or databases. In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites. We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information. We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent form on the 2nd page of this document to indicate your consent.

### Access to, and correction of personal information

You have the right to request access to your information and to request that Ellison Specialised Properties update or correct your personal information. Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

- In the event that you are a seller or a lessee, we may disclose your personal information to prospective buyers of the property owned or leased by you;
- In the event that you are a buyer or a lessee we may disclose your personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us as real estate agents;
- Tradespeople engaged by us to repair or maintain a property owned or leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in payments systems including financial institutions, merchants and payment organisations;
- The Residential Tenancies Authority, the Titles Registry Office or other government agencies;
- Police;
- Tenancy information services or databases, real estate websites or real estate peak bodies;

**CONTACTING US**

You may contact us by mail, email or telephone as follows:

PO Box 4788, LOGANHOLME, QLD, 4129

P: (07) 3208 5888

E: [ruth@ellisonproperties.com.au](mailto:ruth@ellisonproperties.com.au)

**CONSENT**

I, \_\_\_\_\_  
(Full name)

of \_\_\_\_\_  
(Residential Address)

have read and understood the attached information. I authorise employees of Ellison Specialised Properties, and independent contractors of Ellison Specialised Properties including their directors, officers and employees, to obtain relevant information from, and release relevant information to, the parties described above to assist with my involvement with Ellison Specialised Properties. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by Ellison Specialised Properties, Ellison Specialised Properties may be unable to provide the products or services I have requested.

Phone:

Fax:

E-mail

Signature: \_\_\_\_\_

Date: