

# PRIVACY NOTICE SALIBA ESTATE AGENTS

The Privacy Act 1998 regulates the collection and use, disclosure and maintenance of personal information collected by (Name of Agency) from the clients, customers and the public.

Our Office collects various information from owners, vendors, potential tenants and landlords that includes: - name, contact details, banking details and other personal and sensitive information in order that we may service our clients and customers.

This information we collect may be used for the following reasons: -

1. security reasons
2. to allow us to call or email you or write to you to inform you of properties we have listed for sale/lease that may suit your needs, and/or to keep you informed of developments in the real estate market
3. To enable us to give feedback to the vendor/owner regarding interest in a property that you have inspected. In this case only your surname or given name will be disclosed
4. To help us carry out the services we have contracted to provide by way of an agency agreement with you
5. The information is used for internal purposes only and will NOT be disclosed to any other third party without your consent, unless as noted in 3 above.

All personal & sensitive information we collect is held electronically and in hard copy in our office in a secure manner. It will only be used for the purposes noted above and will not be disclosed to any third party or recipients in other countries without your written permission, unless required by law or noted in 3 above. However, we are not liable for any unauthorised access of this information.

If you do not wish to be called as part of our normal follow up procedures, please advise the Agent Representative before leaving.

You have the right to view the information collected about you, the right to correct the information if it is not accurate, up to date or complete. Should you ask us to remove your information from our records we will do so securely.

If you want to obtain more information about our Privacy Policy, you may contact our Privacy Officer (name)

p: 02 4504 8004

e: [daniela@salibaestateagents.com.au](mailto:daniela@salibaestateagents.com.au)