

PRIVACY NOTICE (CONDENSED)

GARRY NASH REAL ESTATE PTY. LIMITED (ABN 46 005 757 068) trading as Garry Nash & Co. is committed to protecting your privacy in compliance with the *Privacy Act 1988* (Cth) and the Australian Privacy Principles (APPs). This document sets out Garry Nash & Co.'s condensed Privacy Notice.

Garry Nash & Co. also has a full Privacy Policy, which contains information about how you can complain about any breach by Garry Nash & Co. of the APPs or an applicable APP Code. A full copy of our Privacy Policy can be accessed on our website www.garrynash.com.au under the Privacy tab.

Information Collection, Use and Disclosure

During the course of your involvement with Garry Nash & Co., we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to sell your property / plant and equipment / chattels / business;
- Assisting you to purchase a property / plant and equipment / chattels / business;
- Assisting you to lease a property (either as landlord or tenant);
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance to a property owned or leased by you;
- Recording or accessing information at the Titles Registry Office or other governmental agency;
- Recording or accessing information at the Residential Tenancies Tribunal;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of properties 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;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;

- Your mobile telephone number;
- Your occupation and business address;
- Details regarding your employment history;
- Financial information including details of your income, name of bank or financial institution;
- Licence / Passport details or other forms of identification;
- Details of your spouse, de facto, dependent children, and housemates;
- Details of properties owned by you;
- Details of any pets you may own, including breed.

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

- In the event that you are a seller or a tenant, 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 tenant, 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) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility 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;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- Consumer Affairs Victoria or other government agency;
- The Residential Tenancies Tribunal;
- Tenancy information services or databases;
- Real estate peak bodies;
- Real estate websites;
- Other real estate agents;
- Police;
- Emergency services (Ambulance, CFA, SES);
- Statutory authorities.

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 adviser, your past or current employers, your previous landlords 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. The collection and use of personal information by third parties may be subject to separate privacy policies or the laws of other jurisdictions.

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.

In the event that you do not consent to Garry Nash & Co. collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

Access to, and correction of personal information

You have the right to request access to your information and to request that Garry Nash & Co. update or correct your personal information. A charge may apply for providing access to your information.

Our Privacy Policy contains further information about how you may request access to, and correction of, your personal information.

Contacting Us

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



23 Baker Street, Wangaratta Vic 3677



03 5722 2663



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