

Property by Sabau Privacy Statement

Property by Sabau Pty Ltd and its related entities and trusts, is committed to protecting your privacy and complying with both the *Privacy Act 1988* and the Australian Privacy Principles. This privacy statement is provided to you free of charge to make you aware of how Property by Sabau collects, manages and uses the information of the visitors to this website. Please note that this Privacy Statement is subject to change as the laws surrounding Privacy in Australia continue to expand and change. Any amendments to this statement will be posted on our website.

1. What personal information is collected and held?

The following personal information may be collected;

- Name;
- Address (e-mail, postal and or residential);
- Phone/fax number;
- Information about previous property dealings and transactions you may have had with us;
- Information for enquiries you may have made;
- Correspondence between us;

2. How is your information collected, used and disclosed?

Property by Sabau may collect your personal information as part of providing its services and products to you. This information may be collected in a variety of ways, including when you interact with us either electronically or in person, when you access our website and when we transact with you in the ordinary course of conducting business.

Property by Sabau may use your personal information for the primary purpose for which it was collected. We may also use your information to provide you with marketing and promotional material related to our products and services. You may contact us and advise us if you do not wish to receive such material.

Your information may be disclosed if Property by Sabau is compelled to by law, where necessary to protect any copyright or intellectual property in the website, to third parties engaged by Property by Sabau (IT Services for storing and managing databases, debt collection, mail outs and advertising) and to third parties authorised by you to receive personal information held by us. Except in circumstances specifically mentioned in this Privacy Statement, Property by Sabau will not provide your personal information to unrelated third parties.

3. How can you access the information we have stored and can you remain anonymous?

You can access, update or change your information by contacting us at enquiries@propertybysabau.com.au. In keeping with the principals of Australian Privacy law, you will need to confirm your identity to access your personal information.

You may remain anonymous so far as practicable. You may choose not to identify yourself or use a pseudonym, however in some instances Property by Sabau may not be able to provide

you with the requested service or product. Should you wish to remain anonymous, you should call us to discuss your enquiry on 03 9988 2148 rather than contacting us through our website.

4. *How can you complain about privacy breaches?*

Should you have a complaint in relation to collection, use or disclosure of your personal information, please contact us on 03 9988 2148. Your complaint will be reviewed and considered with reference to the *Privacy Act 1988* and the Australian Privacy Principles. The review of your complaint may require further information to be provided.

5. *Will your personal information be disclosed to overseas parties?*

It is highly improbable that Property by Sabau will need to disclose your information to any person or entity outside of Australia, however you will be informed if and when this is required.