

Owners Corporation UP 3259 Privacy Policy

The Owners Corporation for UP 3259 manages and administers common property and otherwise has the functions set out in the *Unit Titles (Management) Act 2011*. In this policy, the use of terms like 'we', 'us' or 'our' refers to the Owners Corporation and, where the context permits, our committee members, servants and agents.

This policy describes what sort of personal information we hold, for what purposes and how we collect, hold, use and disclose your personal information in accordance with the *Unit Titles (Management) Act 2011*, the *Privacy Act 1988* and the Australian Privacy Principles. We may vary this policy from time to time.

Collecting and making information available to property owners and their agents is fundamental to the nature of our functions. We will not disclose personal information except in accordance with our statutory obligations or as contemplated by this policy.

Collection of Personal Information

In carrying out our role as an Owners Corporation, we must establish and maintain a Corporate Register. The Corporate Register contains personal information collected directly or indirectly through our agents such as our Owners Corporation Managing Agent that may identify you and that may include information or opinions about you from third parties.

This Register might include, for example, your full name, residential address, address for correspondence, email address, mobile phone number, vehicle registration, tenancies, banking and credit card details and comments about your behaviour on or about property controlled by us.

If you do not give us the information we ask for, it may affect our ability to meet our obligations to you. In particular, without correct information, your voting rights might be lost and you might be financially disadvantaged if your fees are not paid on time.

For security purposes, the Owners Corporation also holds CCTV records of activities in the basement and electronic records of access to the complex and to lifts.

Use and Disclosure

We use your personal information for the purpose for which it was collected and related purposes including, for example:

- Providing our services to you;
- Managing our relationships with you;
- Informing you and others about events, products and services that may interest you or them;
- Assisting our internal operations and undertakings; and
- Dealing with our agents and their suppliers.

We may disclose your personal information for the purpose for which it was collected and other purposes including, for example:

- As required by the Owners Corporation (including to persons authorised to search our records) or other legislation including the Australian Privacy Principles;
- To our external service providers and their agents so they can assist with the operation of our business (for example, unit managers, software and internet providers, copying and mail houses, storage facilities, security companies and locksmiths, insurers, auditors and lawyers);
- To our business affiliates for the purpose of offering you new products and other services that we think add value to the services we offer and our relationships;

Where we disclose information as required by law or as contemplated by this policy, we are not responsible for the way that information may be used by other parties.

Information Security

We take reasonable steps to protect all information that we hold (including your personal information) from misuse, loss, unauthorised access, modification or disclosure.

Information held by ourselves or our agents is stored in secure premises and in databases requiring logins and passwords.

Access and Correction

You may request access to, and correction of the personal information we hold about you. We may charge a fee for doing this to you or any entity to which you belong. However, we will not charge a fee if your request is about receiving information regarding other products and services from us or our business affiliates.

We may refuse access or correction if permitted or obliged by law. We might for example refuse correction of information containing opinions of third parties because the information is owned by a third party and / or we are not permitted by it or the law to correct the information as requested.

You can contact us about this policy through the Managing Agent.