

Privacy Act Statement

At Zarzar Real Estate we value the privacy of your personal information. We are committed to the guidelines set by the National Privacy Principles and ensure that our processes and procedures, are designed to ensure your privacy is maintained. Personal information is any information that can identify a person, and is defined as: Information or an opinion (including information or opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can be reasonably ascertained, from the information or opinion. The personal information must relate to a natural living person.

We are bound by the Privacy Act 1988 and subject to the provisions of the Act affecting private sector organisations effective 21 December 2001. This policy applies to the management of personal information by Zarzar Real Estate in all of its activities and capacities.

The information we collect and how we use it. The types of personally identifiable information we may collect include your name, address, contact numbers and email addresses, occupation and financial information as examples.

The sort of personal information we need from you will be clear from the questions we ask you and will vary depending on the service you are seeking.

We use your personal information to assist us in conducting our business and replying to your requests to provide our services. Some examples of this would be services such as finding the right property for you or working with you to manage a property you own or wish to tenant. We also use your personal information to communicate information about our services to you and for our internal administrative, marketing and planning requirements.

Sensitive Information

We will not collect, use or disclose sensitive information (such as information about racial or ethnic origins or political or religious beliefs) except with your specific consent or in the circumstances permitted in the Australian Privacy legislation.

What happens if you chose not to provide us with this information?

When we request personal information, we will tell you which information is optional to provide. You may choose not to supply any optional information but our ability to assist you may be restricted.

Disclosing your personal information

Personal information that you submit to us will only be disclosed to a third party, if we are required or authorized by law to disclose the information. Otherwise we will not disclose your personal information to any third parties.

We may use your personal information to keep you up to date with our range of products and services but only with your consent. When we contact you, you will be given the opportunity to tell us that you do not wish to receive these communications from us.

Data security

Where necessary and appropriate, Zarzar Real Estate periodically reviews the personal information that it collects to ensure that it is accurate, complete, and up-to-date. Security of personal information Zarzar Real Estate takes precautions to protect the security of personal information that it holds. In particular, Zarzar Real Estate has taken steps to promote physical security, computer security, communications security, and personnel security.

Destruction of personal information no longer required.

Zarzar Real Estate retains personal information to the extent required to conduct its business, and for retention periods required under law. Once the information is no longer required.

Access to personal information If you have a question regarding the privacy of the information we hold or if you would like to retrieve, review or update any personal information recorded about you, you can contact us on 9894 5288 or email us at emanuele@zarzar.com.au and we will be only too happy to answer your query.

Web Site

Information may be collected when you visit our website to read or download information. This may include your server address, domain address, date and time you visited the site, pages

viewed and the information downloaded. We use this information to help us understand the needs of our clients. The Zarzar Real Estate website does not provide facilities for the secure transmission of information across the Internet. Users should be aware that there are inherent risks in transmitting information across the Internet.

Concerns about your personal information

If you have any concerns about the privacy of your information or you do not agree with a decision we have made about the access to your personal information we ask that you write to:

*Emanuele Cappello
The Privacy Officer,
PO Box 177
Baulkham Hills
NSW 1755*

We will ensure that all concerns are treated seriously, dealt with properly and in a confidential manner, and will not effect that person's existing obligations or commercial arrangements that exist between the company and that person. If you are not satisfied with the decision you may refer the matter to the Office of the Federal Privacy Commissioner. Variation of this policy
At certain times we may review this policy and amend it to reflect changes in legislation, industry codes or in the business environment.