



PRIVACY NOTICE AND CONSENT

(For inclusion with Form 6 – Appointment of Property Agent)

Pinpoint Property (“the Agent”) is committed to protecting your privacy. This Privacy Notice and Consent explains how we collect, use, disclose and store your personal information in connection with the provision of real estate services.

1. Collection of Personal Information

The Agent collects personal information from you that is necessary to perform our services as a property agent. This may include (but is not limited to):

- Your name, address, email address and contact details
- Identification documents
- Banking or financial information relevant to rental payments, charges or disbursements
- Information about the property the Agent is engaged to manage, market, appraise or sell
- Information required to comply with legislation, including the *Property Occupations Act 2014*, *Agents Financial Administration Act 2014*, *Residential Tenancies and Rooming Accommodation Act 2008*, and smoke alarm/electrical safety legislation.

We may collect this information directly from you or from third parties such as tenants, tradespeople, contractors, government authorities, or publicly available sources where required.

2. Purpose of Collection

Your personal information is collected and used for the purpose of:

- Carrying out our obligations under the Form 6 Appointment
- Marketing, leasing, selling or managing the property
- Facilitating inspections, maintenance, repairs and safety compliance
- Processing payments, rental income, contractor invoices and financial disbursements
- Verifying identity and preventing fraud
- Communicating with you about the property and related services



- Meeting our legal, regulatory and insurance obligations.

Failure to provide necessary information may limit our ability to perform the services you have appointed us to carry out.

3. Disclosure of Personal Information

The Agent may disclose your personal information to:

- Tenants or prospective tenants
- Buyers or prospective buyers
- Tradespeople, contractors, and service providers engaged to carry out work
- Photographers, marketing platforms and advertising portals
- Insurance providers, legal advisers, accountants or auditors
- Government bodies, compliance inspectors, or authorities as required by law
- Third-party software systems used for property management, marketing or payment processing.

Where information is provided to third parties, the Agent takes reasonable steps to ensure it is handled in accordance with applicable privacy obligations.

4. Storage and Security

Your personal information may be held in physical or electronic form.

The Agent takes reasonable measures to protect personal information from:

- Unauthorised access
- Loss or misuse
- Modification or disclosure.

We retain information only for as long as it is required by law or necessary to fulfil the purpose for which it was collected.

5. Access and Correction

You may request access to the personal information we hold about you, and you may request corrections where the information is inaccurate, incomplete or outdated.

Requests can be made in writing to the Agent using the contact details below.



6. Consent

By signing the Form 6 Appointment, you acknowledge and consent that:

- You have been provided with, read and understood this Privacy Notice and Consent;
- You authorise the Agent to collect, use and disclose your personal information for the purposes stated above;
- You understand that the collection and handling of your personal information is in accordance with this Privacy Notice and relevant legislation.