

PRIVACY POLICY

Handley Niebling Pty Ltd ABN 51 108 897 221 trading as Switch Realty respects your right to privacy. As an organisation which discloses personal information to third parties for a benefit or advantage we are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us. However, the activities of all organisations directly relating to personal information of current or former employees contained in employee records are not covered by the Principles.

Seller / Prospective Sellers & Buyers / Prospective Buyers

In our agency business we use personal information collected from Sellers and Prospective Sellers for the purpose for which it was collected, which is to act as the vendor's agent and to perform our obligation under our agreement with Sellers, or to provide market appraisals to Prospective Sellers.

We use personal information collected from Buyers and Prospective Buyers for the purpose for which it was collected, which is to inform them of properties for sale. Personal information may also be collected during an open house inspection for security purposes and we may contact the prospective purchaser with respect to that property and other properties, which we believe, may interest the prospective purchaser.

We may use the information for direct marketing purposes and to seek potential clients through the promotional activities of the agent. In providing the information the parties agree to this use unless they advise us differently.

We may disclose information to other parties including Buyers or Sellers, or to media organisations, on the internet, or to clients of the agent both existing and potential, as well as to parties engaged to evaluate the property, for example pest and building inspectors, etc, and to owners' corporations, government and statutory bodies and financial institutions and to third parties as required by law.

Landlords / Prospective Landlords

We use personal information collected from Landlords and Prospective Landlords for the purpose for which it was collected, which is to act as the landlord's agent and to perform our obligations under our agreements with Landlord's, or to provide market appraisals to Prospective Landlords.

We may also use that information for direct marketing purposes and to seek potential clients through the promotional activities of the agent. In providing the information the parties agree to this use unless they advise us differently.

We may disclose information to other parties including to potential tenants, media organisations, on the internet, or to clients of the agents both existing and potential, as well as to tradespeople, owners' corporations, government and statutory bodies, financial institutions and to third parties as required by law.

Tenants / Prospective Tenants

Personal information is collected from tenants or potential tenants in the course of a Tenancy Application and any subsequent Tenancy as is necessary for the agent to verify the potential tenant's identity, to process and evaluate the application and to manage the tenancy.

Personal information collected in the application and during the course of the Tenancy, including through property inspection reports, may be disclosed to other parties including to the landlord, employment and personal referees, as well as to tradespeople, owners' corporations, government and statutory authorities, financial institution and other agents and operators of tenancy reference databases and to third parties as required by law. Information already held on tenancy reference databases may also be disclosed to us. If the Tenant fails to comply with their obligations under the Tenancy Agreement, that fact may also be disclosed to us. If the Tenant fails to comply with their obligations under the Tenancy Agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases. If this information is not provided, we may not be able to process the application and manage the tenancy.

General

We will only disclose the above-mentioned information to other parties as required to perform our duties under any agreement, to achieve the purposes specified above and to provide an effective service, or as otherwise allowed under the Privacy Act 1988.

Real Estate and tax laws require some of the above-mentioned information to be collected. If the information is not provided, we may not be able to act effectively or at all.

Please note that this Privacy Policy may be updated from time to time.

If you would like to access this information you can do so by contacting us at Switch Realty, PO Box 880, QLD 4305 or by phone (07) 3202 3877 or facsimile (07) 3282 9320 or email mail@switchrealty.com.au You can also correct this information if it is inaccurate, incomplete or out-of-date.