



The Privacy Act 1998 regulates the collection and use, disclosure and maintenance of personal information collected by Real Estate Agents from the clients and the public.

Our office collects various information from owners, vendors, potential buyers, potential tenants and landlords, that includes but are not limited to, names, numbers, email addresses, banking information and other personal and sensitive details in order to comply with our compliance and service our clients needs.

The information may be collected for the following reasons:

- Security
- To allow us to send or inform you of new information regarding new and existing property details
- To enable us to give feedback to our clients regarding interest you may have in their property
- To abide by NSW Fair Trading's Agency Agreements and Fair Trading requirements.

All personal and sensitive information we collect is held in a secure manner, it will only be used for the purposes noted above and will not be disclosed to any third party or recipients in other countries without your written approval, unless instructed by law. We are not liable for any unauthorised access of this information.

If you do not wish to be contacted as our normal follow up procedure, please advise the Agent who you have been dealing with.

You have the right to view, correct or update the information provided by you or should you wish to remove your details from our records in the future, you can do so.

If you wish to obtain any further information about the NSW Privacy Policy Act, please refer to NSW Fair Trading website or speak to the Directors of Ellem & Co Real Estate today on the number listed below.

**02) 4225 3443**

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