

## **C F STRATA MANAGEMENT & WEDD REALTY PRIVACY POLICY**

This Privacy Policy deals with the collection, security, use and disclosure of personal information that may be received by C F Strata Management & Wedd Realty

Information provided by you to C F Strata Management & Wedd Realty will be used in a manner to ensure that C F Strata Management & Wedd Realty are able to fulfill / carry out all of its functions and duties under the various Strata Management Acts, associated regulations and our agreements with the Strata Plans, Lease Agreements and Rental Management Agreements

The kind of information that is collected may include your name, address, telephone number, email address. In certain circumstances, sensitive information may also be collected.

Should personal information be obtained from a third party, we will take reasonable steps to ensure that you know:

- (a) the identity of the third party and how to contact them;
- (b) that you have the right to access the information;
- (c) the purposes for collecting the information;
- (d) whether the third party will disclose the information to other third parties;
- (e) the law that requires that information to be collected; and
- (f) the consequences (if any) if that information is not provided.

We may contract / work in conjunction with a third party and they may require the disclosure of your information to fulfil their obligations to us. For instance, for bulk mail deliveries we may utilise a third party / company to assist in mailing, and Trades and Contractors for repairs etc.

The information provided by you to C F Strata Management & Wedd Realty will be used to, for example, but not limited to

- (a) maintain the strata roll;
- (b) obtain and update insurance policies, where required
- (c) aid in identification of products and services which may be required by you;

(d) maintain our relationship with you; and

(e) comply with legislative and regulatory requirements.

(f) Carry out our duties as per our agency agreements and as maybe required as our role as agents.

In some case a third party eg. A contractor may also request information again to assist in carrying duties as requested by our office. They may also pass this information onto our office.

If you do not provide this information or we are unable to gain the information from a third party we may not be able to deal with you, or provide you with our services efficiently. If ever we collect personal information, we do so for the purpose of establishing and maintaining our relationship with you and we would explain the reason for its collection.

We are required to take reasonable steps to ensure that the information we collect, use or disclose is accurate, complete and up to date. For that reason it is **IMPORTANT** for you to know that:

(a) you have the right to request access to any information which relates specifically to you;

(b) you have the right to request the correction of any information that relates to you which is inaccurate. However, please note that any such request must be made in writing to C F Strata Management & Wedd Realty.