

Privacy Statement

1. Peter Kuhne Real Estate is committed to complying with its obligations under the *Privacy Act, 1988* and the associated National Privacy Principles (NPP's).

Application of the NPP's to Peter Kuhne Real Estate

2. Peter Kuhne Real Estate is bound by the NPP either as a consequence of it being an organization with an annual turnover of more than \$3 million or due to the fact that it derives a benefit, service or advantage by the collection or disclosure of information and opinions about individuals whose identity is apparent or can be ascertained.
3. However as with all organizations, the NPPs do not apply to the personal information of current or former employees contained in employee records when those records are used directly in connection with the employment relationship. Further, it should be noted that some exemptions are contained within the NPPs with respect to matters such as disclosure of information relating to public health or public safety, the disclosure of information with respect to law enforcement enquiries and the disclosure of particular information relating to legal proceedings and negotiations.
4. Peter Kuhne Real Estate, through its Privacy Officer, is happy to provide further details as to the extent to which it is required to comply with the NPPs should any person wish. Alternatively, further details of the obligations imposed upon private organizations under Australia's privacy laws can be obtained directly from the office of the Privacy Commissioner or by reference to the NPPs and the Privacy Commissioner's associated guidelines.
5. The types of personal information held by Peter Kuhne Real Estate includes the following:
 - The obtaining of information from vendors used with respect to the marketing and sale of real estate properties and businesses;
 - The collection and use of information from databases of comparable sales of properties and businesses in order to appraise the value of other properties and businesses and in order to assist in the marketing of those properties and businesses;
 - Information from purchasers and potential purchasers of properties and businesses;
 - Details of properties, owners and tenants used for the purpose of managing the leasing of both commercial and residential properties;
 - Data obtained from third parties for the use of marketing, selling and leasing real estate properties and businesses.

The main purpose for which Peter Kuhne Real Estate holds information.

6. Peter Kuhne Real Estate holds the information referred to above for the primary purpose of enabling it to conduct the services this it provides to its customers, vendors, purchasers, owners and tenants and to enable it to market the provision of those services. In particular:
- Peter Kuhne Real Estate collects information to enable it to provide services in connection with the sale or leasing of properties and businesses;
 - Information collected by Peter Kuhne Real Estate is used to provide advice to customers and prospective customers with respect to real estate and business agency matters;
 - Information collected by Peter Kuhne Real Estate issued to assist with the delivery of services via the internet;
 - Information obtained from third parties, including the Valuer General's Office, the Land Titles Office, local councils and other organizations is used for the purpose of assisting Peter Kuhne Real Estate in valuing, selling and leasing properties and businesses;
 - Information obtained by Peter Kuhne Real Estate is used for the purpose of marketing the services of Peter Kuhne Real Estate.
7. Peter Kuhne Real Estate does/does not contract out services to third parties that involves disclosing personal information.

Contacting Peter Kuhne Real Estate regarding privacy matters

8. If any individual wished to make a complaint about Peter Kuhne Real Estate activities with respect to privacy and the NPPs or obtain more information about the way in which Peter Kuhne Real Estate manages the personal information it holds, the individual should make immediate contact with Peter Kuhne Real Estate designated Privacy Officer, Peter Kuhne. That Privacy Officer and the senior management of Peter Kuhne Real Estate can be contacted at:
- 229 Walter Road, Morley
 - PO Box 1269, Morley 6943
 - Phone: 9375 8822
 - Email - peter@kuhne.com.au

Accessing personal information held by Peter Kuhne Real Estate

9. Pursuant to the NPP's, persons are entitled to obtain access to personal information held by Peter Kuhne Real Estate with respect to that individual. Subject to the relevant exemptions contained in the NPP's and subject to an individual providing sufficient proof of his or her identity, Peter Kuhne Real Estate will provide access to information that it holds relating to an individual. Peter Kuhne Real Estate will charge a fee in most instances for the provision of this information based on the administrative cost of supplying the information requested. Further details as to these costs can be obtained by contacting Peter Kuhne Real Estate Privacy Officer.
10. Peter Kuhne Real Estate requests, for the purpose of clarity, for access to personal information be made in writing addressed to the agency's Privacy officer.
11. Peter Kuhne Real Estate will generally provide access to information by providing to the individual concerned copies of relevant documents. Where, for reasons of volume or otherwise, providing copies of documents is not practical, Peter Kuhne Real Estate will make arrangements for the individual concerned to attend Peter Kuhne Real Estate office to carry out a physical inspection.
12. Wherever possible, Peter Kuhne Real Estate will provide copies of documents or access to the information that it holds with respect to an individual within 14 days of the receipt of the relevant request. In the case of a more complex request Peter Kuhne Real Estate will endeavour to provide access to the information within a period of 30 days.
13. If individuals believe that information held relating to them is incorrect they are entitled to request that Peter Kuhne Real Estate corrects that information.
14. Should Peter Kuhne Real Estate believe that it is entitled to refuse a request to access information or to make correction it will provide written reasons for its decisions.

Further Information

15. Should any person wish to obtain further information from Peter Kuhne Real Estate of the purpose for which this real estate agency uses that information and/or the way in which Peter Kuhne Real Estate manages that information, that person should not hesitate to contact Peter Kuhne Real Estate Officer at the contact details set out above.