

Privacy Policy

Collection of personal information

Batemans Bay Property Management will only collect personal information, which is necessary for its functions/activities. Where possible, information will be directly collected from an individual that it concerns and only in a lawful, fair and reasonably unobtrusive way. When collecting personal information, Batemans Bay Property Management will take reasonable steps to ensure individuals are aware of:

- The identity of Batemans Bay Property Management
- The purpose of collecting the information
- The individual's right to access the information
- The types of organisations to which Batemans Bay Property Management may disclose the information
- Any law requiring the information to be collected
- The consequences for the individual of failing to provide the information

Batemans Bay Property Management will, where practicable, collect personal information directly from individuals and whenever possible, make sure individuals know when you collect information about them from a third party. Batemans Bay Property Management will take reasonable steps to ensure the individual is aware of the matters detailed above.

Use and disclosure

Batemans Bay Property Management will not use/disclose personal information about an individual, other than for its original/primary purpose. The use/disclosure of the information for another purpose is not permitted unless the person has consented to its use/disclosure for that other purpose.

Data quality

Batemans Bay Property Management will take reasonable care to ensure the personal information it collects, uses or discloses is accurate, complete and up to date.

Data security

Batemans Bay Property Management will take reasonable steps to protect any personal information from misuse and loss, and from any unauthorised access, modification or disclosure. If the information is no longer needed, it will be destroyed or permanently de-identified.

Openness

Batemans Bay Property Management has documented its policies on the use and management of personal information held. These policies are available on request.

Access and correction

Batemans Bay Property Management gives individuals' access to their personal information and will correct it if it is wrong and if it is reasonable to do so. If access to information is refused, Batemans Bay Property Management will provide reasons for such refusal.

Anonymity

Where it is lawful and practical, Batemans Bay Property Management will give individuals the option of not identifying themselves when entering into transactions with it.

Transborder data flows

Batemans Bay Property Management will not disclose personal information to a recipient in a foreign country who is not subject to comparable privacy obligations unless Batemans Bay Property Management has the consent of the relevant individual.

Sensitive information

As a rule, Batemans Bay Property Management will not collect sensitive information. However, where sensitive information is to be collected, it will only be collected, used and disclosed with the individual's consent or in accordance with legal requirements.