

# Privacy Policy

## 1. Privacy Policy

Cedar Woods Properties Limited is firmly committed to protecting your privacy. We aim to maintain a safe and secure system of handling your personal individual information, whilst still providing access and correction to your personal information when required. For this reason, we aim to ensure that your personal information is handled in compliance with Commonwealth legislation.

This policy sets out the principles that all companies within the Cedar Woods Properties Limited group adopt in order to protect your personal information. These principles deal generally with our collection, use and disclosure of, and your access to, information we may have recorded about you.

Any amendments to this policy will be updated from time to time on our website at [www.cedarwoods.com.au](http://www.cedarwoods.com.au)

## 2. Personal Information

Personal information is defined under the *Privacy Act 1988* (Cth) and includes any information or opinion, regardless of its source, which identifies an individual, or from which an individual's identity can be ascertained, whether the information is:

- (a) true or not; and
- (b) recorded in material form or not.

Personal information includes, but is not limited to:

- (a) personal details such as name, address, telephone number or email address;
- (b) bank account details; and
- (c) employment details.

Sensitive information is a special category of personal information under the Privacy Act, and can include, but is not limited to, information about race, political or religious beliefs, sexual preferences, criminal convictions and health information.

## 3. Collection of Personal Information

You may request us to provide you with information or services, and in doing so supply us with personal information about you. We only collect personal information about individuals that is necessary for us to carry on our business functions. What information we collect depends upon the nature of our dealings with you, and may include information such as name, email address and other contact details, employment history or complaint details.

Whenever it is reasonable and practicable to do so, we only collect information about individuals directly from those individuals. Occasionally, we may receive information about you from third parties, but if we retain and use such information for any purpose, we will notify you when we receive it.

We do not generally collect sensitive information about individuals unless required by applicable laws or rules.

## 4. Use and Disclosure of Personal Information

We will only use your personal information for the purposes for which we collected it. These purposes include providing further information about our particular services, or to consider an applicant's suitability for a job. You will be notified of the purposes of collection and the parties or types of parties to whom we might disclose your personal information at or before the time we collect your information or as soon as practicable after collection, and our use and disclosure of that information will only be for our business activities.

We may store personal information of customers outside Australia in data warehouses. These data warehouses are required to maintain confidentiality of your personal information and bound not to use or disclose the data for any purpose other than providing the service to us.

We may send to our customers information about other products and services which we expect may be of interest to them, but respect their right to ask us not to do this. If you no longer wish to receive those sorts of communications from us, you should contact our marketing personnel or send an email seeking removal from an email database as directed in the unsubscribe instructions or to [email@cedarwoods.com.au](mailto:email@cedarwoods.com.au), and we will ensure this is corrected.

Any other use or disclosure we make of your personal information will only be as required or permitted by the law.

## **5. Data Quality and Security**

We will take all reasonable steps to:

- (a) Make sure that the personal information we collect, use or disclose is accurate, complete and up to date;
- (b) Protect the information from misuse, loss or unauthorised access, modification or disclosure both physically and through computer security methods; and
- (c) Safely archive and ultimately destroy or permanently de-identify the information if it is no longer needed for any purpose.

## **6. Cookies**

A cookie is a small data file that may be placed on the computer of a web user (usually in the browser software folder) the first time a computer visits a web site which operates cookies. Cookies are necessary to facilitate on-line transactions and ensure security. If you do not wish to receive any cookies, you can set your browser to refuse cookies. Cedar Woods Properties Limited does not use cookies to keep personal profiles of its clients' use of the web site at [www.cedarwoods.com.au](http://www.cedarwoods.com.au).

## **7. Access to and Correction of your Information**

Cedar Woods Properties Limited takes all reasonable precautions to ensure the personal information it collects about you is complete, accurate and up to date as required.

You have a right to access your information and request its correction, subject to some exceptions. If you would like access to any records of personal information we have about you or if you believe any information we have about you is inaccurate or out-of-date, please send your request in writing either by post, facsimile or email to:

Cedar Woods Company Secretary  
Telephone: (08) 9480 1500  
Facsimile: (08) 9480 1599  
Address: PO Box 788, West Perth WA 6872  
Email: [email@cedarwoods.com.au](mailto:email@cedarwoods.com.au)



#### **8. Additional Information on our privacy policy**

If you have any questions or concerns regarding this policy, or your rights under this policy, please contact the Cedar Woods Company Secretary on the contact details listed above.

Telephone: (08) 9480 1500

Facsimile: (08) 9480 1599

Address: PO Box 788, West Perth WA 6872

#### **9. Review and Publication of Policy**

We will review this policy to determine its currency and appropriateness to the needs of Cedar Woods Properties Limited annually. The policy may be amended by resolution of the Board.