

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

1.0 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.

2.0 Collection of Personal Information

We may collect and hold personal information about individuals who:

- purchase, or express an interest to purchase a Cedar Woods product.
- lease or express an interest to lease premises in one of our retail facilities
- register or subscribe for newsletters or announcements
- seek employment with us or are an employee
- supply goods and services to us
- use our websites
- are investors in our company

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:

- information that identifies the individual (for example, name, gender, address, contact details, date of birth, photographic or video images);

- information needed verify an individual's identity such as driver licence number;
- information about the individual's financial position and credit-worthiness;
- an individual's employment history, and other information an individual provides as part of the recruitment process;
- information including an individual's image collected via our CCTV systems;
- information about the individual that is required or authorised by law;
- the individual's tax file number;
- the individual's opinion/preferences about our products, services or staff.

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.

3.0 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 products or services that have been requested;
- communicating with the individual;
- assessing the suitability of prospective tenants;
- helping us manage and enhance our products and services, including analysing customer feedback and future customer needs;
- providing ongoing information and marketing about products and services to individuals that we believe may be interested and where the individual has signed up;
- complying with regulatory and legal obligations;
- recruiting employees and contractors; or
- fulfilling our obligations to employees.

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 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, 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.

4.0 Data Quality and Security

We will take reasonable steps to protect personal information that we hold from unauthorised access, modification, misuse, interference and loss. Cedar Woods maintains physical security measures over its physical premises, and a range of computer and network security measures (such as systems access, firewalls, data encryption) over its electronic systems. Our employees are required to maintain

the confidentiality of any personal information held.

If other parties provide support services, Cedar Woods generally requires them to agree to appropriately protect the privacy of the information provided to them.

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.

5.0 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 does not use cookies to keep personal profiles of its clients' use of the web site at www.cedarwoods.com.au.

6.0 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 wish to change personal information that you believe may be inaccurate, out of date, incomplete, irrelevant or misleading, you may write to the Company Secretary requesting the information to be changed. In the unlikely event that we disagree that the personal information should be changed, we will provide the reasons for doing so. An individual has the right to request that a notation be included with their personal information to indicate their disagreement with their personal information held by us.

7.0 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.

Telephone: (08) 9480 1500

Address: PO Box 788, West Perth WA 6872

8.0 Review and Publication of Policy

We will review this policy periodically to determine its currency and appropriateness to the needs of Cedar Woods. The policy may be amended at any time by Cedar Woods.