

# Aston's Privacy Policy



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## INTRODUCTION

Aston Commercial Pty Ltd (ACN 127 799 928) and its related entities understand the importance of protecting the privacy of its clients and other individuals and is dedicated to upholding its obligations under the *Privacy Act 1988*.

This privacy policy sets out how we seek to collect, hold, protect, use and disclose your personal information.

## COLLECTION OF PERSONAL INFORMATION

We collect your personal information directly from you unless it is impractical or unreasonable to do so. We may collect personal information from you through our employees, agents, use of our website, social media, surveys, subscriptions, promotions or other interactions with you.

We may also collect personal information from third parties such as your representatives (e.g. lawyers, brokers, accountants), reporting agencies or information service providers (e.g. credit reporting agencies), or publicly available sources of information.

## USE AND DISCLOSURE OF PERSONAL INFORMATION

We collect, use and disclose personal information in order to provide our services and carry out our business as a professional, commercial real estate agency. This includes for the purpose of:

- Leasing;
- Property management and advertising;
- Real estate acquisition and sales;
- Ensuring compliance with our legal obligations;
- Interacting, corresponding and obtaining feedback from you;
- Marketing, including email marketing and promotional activities;
- Accounting, billing and other internal administrative purposes;
- Other reasonable ancillary purposes to effectively provide you our services.

We will take reasonable steps to ensure that your personal information is used or disclosed for a relevant purpose.

We will not disclose your personal information overseas unless it is required for us to provide our services or carry out our business. Many, data centres, social media sites and programs have servers located internationally. As such, when you give us your personal information, you also give us your consent to store that information outside of Australia.



You are not obliged to provide us with your personal information, however if you choose not to provide us with certain personal information, this may mean that we are unable to provide our services to you.

## **STORAGE AND SECURITY OF PERSONAL INFORMATION**

We take the safety and security of your personal information seriously. We will take reasonable steps to ensure that your personal information is protected from interference, loss or unauthorised access.

Our website, emails and other documents provided to you may contain links operated by third parties. We make no representations or assurances in relation to the privacy practices or security of any third-party website.

As we and our website are connected to the internet and as the internet is inherently insecure, we cannot warrant as to the security of a transmission of information you provide to us online. As such, information you provide to us online or via email is provided at your own risk.

## **ACCESS TO YOUR PERSONAL INFORMATION**

You may request access to your personal information we hold about you at any time. There may be an administrative fee payable by you for costs incurred by us in providing you with the requested information. You may also request that we make changes to any of your personal information which may be outdated, incorrect or incomplete.

## **CHANGES TO THIS PRIVACY POLICY**

We may change this policy from time to time to comply with relevant laws and codes of practice or to reflect changes to our business practices.

