



**QUBE PROPERTY GROUP PTY LTD**  
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## Privacy Policy

QUBE Property Group Pty Ltd, its related companies, managed syndicates and trusts (collectively **QUBE, we, us, our**) are committed to protecting the privacy of your personal information. We are bound by the *Privacy Act 1988* (Cth) (**Privacy Act**) and, in particular, by the Australian Privacy Principles (**APPs**), which set out the standards of collecting, holding, using and disclosing your personal information. This Privacy Policy explains the way in which we handle your personal information, and the ways in which you can contact us about the personal information that we hold about you.

### What is personal information?

"Personal information" is information or opinion (in recorded form or otherwise) about an identified, or reasonably identifiable, individual. This includes your name, your date of birth and your contact details, and may also include information about your shareholdings, purchases and other dealings with us.

### Collecting your personal information

The personal information we collect from you depends on how you interact with us. QUBE may collection information in its capacity as a manager of a syndicate or trust, a developer or real estate agent.

We may collect information such as:

- your name and date of birth
- tax file number
- address and other contact details
- payment details
- information about your interactions with us
- to assist us in customising our interactions with you, information about your characteristics or preferences, for instance, your family characteristics or housing preferences
- if you are a prospective lessee, information to assess your lease application, including information about your income and expenses
- if you are an investor, information relating to you and your investment
- if you apply for employment with us, information relating to your application, and
- any other personal information that is reasonably necessary for the purpose of running our business.

We will obtain this information through our communications and dealings with you, for example, when you make an offer to acquire a property we develop, when you apply to be an investor, when you participate in a competition we are running, or when you contact us by telephone, mail, email or through our website. Where it is not practicable to obtain personal information directly from you, we may collect it from third parties including your accountant.

## **Our purposes for handling personal information**

We collect, hold, use and disclose your personal information:

- to contact you
- to deliver products and services to you as an investor or prospective investor, as a property buyer or prospective buyer, or as a leasee or prospective leasee
- to administer and manage our relationship with you
- to maintain our business records
- to provide you with information about products and services or investment opportunities that may be of interest to you
- to assess applications you make
- for any purpose required or permitted by law
- for any purpose you would otherwise reasonably expect
- for any purpose disclosed to you and to which you have consented, and
- to otherwise run our business.

## **Disclosing your personal information**

We may disclose your personal information to our related companies, business partners, professional advisers (such as lawyers, accountants or auditors), external service providers (such as mailing houses and information technology service providers) and regulatory bodies and government authorities as required or authorised by law.

We do not ordinarily disclose personal information overseas

## **Security of your personal information**

We hold your personal information in both paper-based and electronic files. We seek to ensure that your personal information is protected from:

- misuse, interference and loss; and
- unauthorised access, modification and disclosure.

The personal information that we hold about you is treated as confidential and only accessed when necessary. We seek to ensure that those that we disclose it to are bound by obligations of privacy and confidentiality. When we no longer require your personal information, including when we are no longer required by law to keep records relating to you, we destroy or de-identify it.

## **Accessing your personal information**

You may request access to the personal information that we hold about you by contacting our Privacy Officer on 08 9386 8080. On the rare occasions that we refuse access to your personal information, we will provide you with a written notice which sets out the reasons for the refusal. We may recover our reasonable costs (if any) in responding to a request for access to your personal information.

## **Correcting your personal information**

We seek to ensure that the personal information that we collect is accurate, up-to-date and complete and, in the case of our use or disclosure of that information, relevant as well. To assist us with this, we encourage you to contact us if you believe that any information that we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, and make a request that we correct your personal information accordingly. You may make such a request by contacting our Privacy Officer on 08 9386 8080. If we refuse to correct any of your personal information following your request, we will give you a written notice which sets out the reasons for our refusal.

## **Marketing**

We may use your personal information to provide you with information about product and services or investment opportunities, including those of third parties, which we think may be of interest to you. We may do this while we have a current business relationship with you, even if you are on the Do Not Call Register. We may also disclose your details to other organisations for specific marketing purposes. You may **opt out of receiving marketing communications** from us at any time if you no longer wish to receive this information. In order to do so, simply contact our Privacy Officer on 08 9386 8080 and request that we no longer send marketing communications to you or opt out in the way suggested in our communications.

## **Questions and complaints**

If you have any questions, or if you believe that we have not complied with our obligations under the Privacy Act (and, in particular, the APPs), or if you believe that the personal information that we hold about you has been compromised in any way, please contact our Privacy Officer on 08 9386 8080. We will respond to any question or complaint as soon as possible. If you are dissatisfied with our response, you may direct your complaint to the Office of the Australian Information Commissioner by email at [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au) or by telephone on 1300 363 992. If you are an investor or if your complaint relates to QUBE Capital Pty Ltd, and you are dissatisfied with our response, you may also direct your complaint to the Financial Ombudsman Service by email at [info@fos.org.au](mailto:info@fos.org.au) or by telephone on 1300 78 08 08.

## **Changes to this Privacy Policy**

We may make change to this Privacy Policy from time to time without notice to you. Whether or not you are accessing our Privacy Policy on our website, the current version of our Privacy Policy is available on our website at **[insert direct link to Privacy Policy]**. It was last updated on 8<sup>th</sup> May 2014.

# **Terms and Conditions**

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