

Effective Date: January 2025

At **64 Property Pty Ltd**, we are committed to protecting your privacy and ensuring your personal information is handled in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**. This Privacy Policy explains how we collect, use, store, and disclose your personal information in the course of providing real estate services in Queensland.

1. What Personal Information We Collect

We may collect personal information necessary to provide you with real estate services, including:

- Full name and contact details (address, email, phone number)
- Property ownership and tenancy details
- Proof of identity documents
- Financial or employment information relevant to rental or sales applications
- Details of property preferences or requirements
- Records of communications and interactions with our office

We only collect information that is reasonably necessary for our business functions.

2. How We Collect Personal Information

We may collect personal information in ways including:

- Directly from you (in person, by phone, email, forms, or online)
- Through rental applications, sales enquiries, or inspection attendance
- From third parties with your consent, such as property managers, landlords, insurers, or financial institutions
- From publicly available sources where appropriate

3. Why We Collect Your Personal Information

64 Property Pty Ltd collects, holds, uses, and discloses personal information to:

- Provide real estate services including property sales, leasing, and management
- Communicate with you regarding properties, applications, inspections, or transactions
- Verify identity and assess rental or sales applications
- Market properties or inform you about related services (unless you opt out)
- Comply with legal and regulatory obligations

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4. Disclosure of Personal Information

We may disclose your personal information to:

- Property owners, landlords, tenants, or prospective buyers
- Tradespeople, contractors, or service providers involved in property maintenance
- Financial institutions, insurance providers, or legal professionals
- Government or regulatory bodies where required by law
- Technology or database service providers assisting 64 Property Pty Ltd

We do **not** sell or trade personal information.

5. Storage and Security

64 Property Pty Ltd takes reasonable steps to protect your personal information from:

- Unauthorised access
- Misuse, interference, or loss
- Modification or disclosure

Information may be stored electronically or in secure physical files, accessible only by authorised personnel.

6. Access and Correction

You may request access to the personal information we hold about you, or ask for corrections if you believe it is inaccurate, out of date, or incomplete.

Requests can be made by contacting our office (details below). We will respond in accordance with the **Privacy Act 1988 (Cth)**.

7. Marketing Communications

We may use your personal information to provide marketing materials related to real estate services that may interest you. You may opt out of marketing communications at any time by contacting us.

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8. Website and Digital Data

If you visit our website or interact with our digital services, we may collect non-identifying information such as:

- Browser and device information
- Cookies and usage analytics

This information helps improve our services but does not personally identify you.

9. Complaints About Privacy

If you have a concern about how 64 Property Pty Ltd has handled your personal information, please contact us. We will respond promptly and work to resolve your complaint.

If you are not satisfied with our response, you may contact the **Office of the Australian Information Commissioner (OAIC)**.

10. Contact Us

For questions, requests, or complaints regarding this Privacy Policy or your personal information, please contact:

64 Property Pty Ltd trading as SixtyFour Property

Phone: **0424 871 093**

Email: info@64property.com.au

11. Updates to This Policy

We may update this Privacy Policy from time to time to reflect changes in legislation or business practices. The most current version will always be available on request or displayed on our website.