

# CARTER

## Our Privacy Policy

Privacy Act 1988

C.E. Carter & Son Pty. Ltd., which trades as Carter Real Estate, respects your right to privacy. As an organization which discloses personal information to third parties for a benefit, service or advantage we are bound by the National Privacy Principles contained in the Privacy Act 1988. Those Principles regulate most of our activities with respect to personal information collected, stored, used and disclosed by us.

In our agency business we use personal information collected from vendors or landlords for the purpose for which it is collected, which is to act as their agent and to perform our duties under our agency agreement. We may also use that information for further marketing our services and, in providing the information, you agree to this use unless you advise us differently.

We may disclose this information to other parties including tradespersons and suppliers of advertising and support services as required to perform our duties under our agreement, to achieve the other purposes specified above, or as otherwise allowed under the Privacy Act 1988.

Real estate and tax law requires some of this information to be collected. If the information is not provided, we may not be able to act on the clients' behalf effectively or at all.

Personal information collected by us in the course of a tenancy application and any subsequent tenancy is necessary for us to verify the identity of prospective tenants, to process and evaluate tenancy applications and to manage the tenancy. Personal information about prospective tenants collected in the application and during the course of the tenancy, including through property inspection reports, may be disclosed to other parties as permitted by the Privacy Act 1988 including to the landlord, referees, other agents and operators of tenancy reference databases. Information already held on tenancy reference databases may also be disclosed to us. If tenants fail to comply with their obligations under the tenancy agreement, that fact may also be disclosed to the landlord, other agents and operators of tenancy reference databases.

128 Maroondah Hwy, Ringwood  
163 Yarra St, Warrandyte

9870 6211  
9844 1200

[www.carter.com.au](http://www.carter.com.au)  
[info@carter.com.au](mailto:info@carter.com.au)

If personal information is not provided by prospective tenants, we may not be able to process their application or manage the tenancy.

We use personal information collected from prospective purchasers during an open inspection and a private inspection for security purposes. We may also use that information to contact prospective purchasers with respect to a particular property and others which we believe may be of interest and in providing the information, prospective purchasers agree to this use unless you advise us differently. If the information is not provided, we may not be able to provide an effective service to you. Other than in the circumstances allowed under the Privacy Act 1988, we do not disclose information of this kind to other parties.

If you would like to contact us or access personal information held on file you can do so by contacting us at:

Carter Real Estate

128 Maroondah Highway  
Ringwood Vic 3134

Tel: 03 9870 6211  
Fax: 03 9870 6024  
Email: [info@carter.com.au](mailto:info@carter.com.au)

You can also correct this information if it is inaccurate, incomplete or out-of-date.

Our designated Privacy Officer is Richard Carter.