

williamson
property
.com.au

Licensee in Charge.
Claire Williamson LREA.
PO Box 17, Stanmore NSW 2048.
M 0410 588 836 **FT** 02 9519 0695

WILLIAMSONPROPERTY.COM.AU; Privacy Act Statement 2025
The Privacy Act 1988; Australian Privacy Principles 2025
Licensee in Charge: Claire Williamson LREA

1. Open & Transparent Management of Personal Information

Our Management of collected information for the purpose of R/E Services

- a) williamsonproperty.com.au; will act open and transparent in the management, collection and use of all information and personal information required for our industry services with and for our clients
- b) Specifically, the *REINSW Sales Inspection Report and Exclusive Agency Agreement; Marketing Campaign and NSW Contract for the Sale and Purchase of Land*
- c) Information or personal information is specifically authorised in writing by our clients and vendors Re: Sales Inspection Report & Exclusive Agency Agreement
- d) In the case of revealed personal information by outside party not attached to williamsonproperty.com.au; but attached our Clients, Vendors or Purchasers e.g. Sale Price; then liability (if there is one) will be to that party.
- e) In the case of 'Data Breach' being the result of 'Hacking' from outside entities; Recommended Personal Data online security will apply with the recommended 'backup' copies at a secondary security site.

2. Anonymity and Pseudonymity

Individuals right to anonymity & use of pseudonyms

- a) We understand and respect the rights of individuals to not give personal details or their names when not related to a specific contract or service.
- b) However, Clients and Vendors authorise williamsonproperty.com.au in contractual agreements the use of specific information for the Representation, Marketing and Settlement of property by williamsonproperty.com.au
- c) *(REINSW) Sales Inspection Report & Exclusive Agency Agreement and (Gov.) NSW Contract for the Sale and Purchase of Land under the Property Stock & Business Agents Act 2002 & Regulations 2022.*

3. Collection of Solicited Personal Information

Defines when entities are allowed to collect personal information

- a) We do not collect personal information unless the information is necessary and authorised in writing by our clients and for a limited time frame five years (Gov)
- b) Williamsonproperty.com.au, do not collect or conspire in cookie data collecting activities or with cookie data collecting third party entities or with entities involved in data transactions or sale of personal information/'data' or 'data retrieving actions

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- c) Our clients agree in writing to specific information disclosed via open and transparent discussion and contractual agreement re: REINSW Agency Agreement: required for legislative & Identification purposes related to Real Estate Sales.
- d) Re: *The Privacy Act 1988 Legislation and Australian Privacy Principles 2025 Rules; REINSW Sales and Inspection Report & Exclusive Agency Agreement and NSW Contract for the Sale and Purchase of Land.*

4. Dealing With Unsolicited Personal Information

Organisations must take steps when receiving personal information, they did not request

- a) If williamsonproperty.com.au receive personal information and did not solicit the information;
- b) We will determine if the information will be destroyed as soon as is reasonably practicable only if it is lawful and reasonable to do so
Re: *Compulsory Email security Statement (The Privacy Act 1988)*
- c) Or if an individual could not be notified or to collect the unsolicited information; or not contained in a commonwealth record; and does not apply in relation to the personal information re: Australian Privacy Principles 5 to 13, before the Information is removed by Williamsonproperty.com.au.

5. Notification of the Collection of Personal Information

Notify customers about various details surrounding the collection of information

- a) Personal information is only collected with our client's authority and knowledge; Our Vendors authorise us to collect information for the purposes of legal Marketing, Advertising and Representing their interests in the marketing and sale of property.
- b) 'Noted' within the *REINSW Sales Inspection Report and Exclusive Agency Agreement, NSW Contract for the Sale and Purchase of Land.*
- c) We do not disclose our Clients' Vendors' or Purchasers' information or personal information unless information is specifically authorised and noted in writing by clients' or from an authorised legal practitioner or solicitor 'under instruction' or a Federal Court Subpoena.
- d) We include 'on top' a 3-Step ID check on all instructions in writing.

6. Use and Disclosure of Personal information

Restrictions on how information can be collected and used

- a) Williamsonproperty.com.au is subject to All NSW & Australian Laws Incl.
The Privacy Act 1988 and Australian Privacy Principles 2025
We Do not use or disclose or collect our client/vendor or purchasers' information or personal information without Authority in writing

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- b) Williamsonproperty.com.au, do not collect or conspire in cookie data collecting activities or with cookie data collecting third party entities or with entities involved in data transactions or sale of personal information/'data' or 'data retrieving actions
- c) Information /personal information required by williamsonproperty.com.au: Is by legislation & declaration within the *REINSW Sales Inspection Report and Exclusive Agency Agreement*: Information may be updated with communication in writing authorised by the Individual clients/vendors/purchasers
- d) *Ref; Trade Practices Act 1974, Privacy act 1988, Contract Law, Consumer Law, Property Stock and Business Agents Act and Regulations.*

7. Direct Marketing

Organisations holding personal information about an individual, may not use or disclose the information for the purpose of marketing

- a) Williamsonproperty.com.au collected client / vendor/ purchaser information belongs to the individual not williamsonproperty.com.au.
We require our clients' authority to reveal information subject to strict legal constraints in writing.
- b) However, we are required by law to maintain records and Files for five years in compliance with NSW legislation for the sale and settlement of properties (ATO)
- c) *Re: Briefly Taxation Act, Banking Act, Trust Account Act, Freedom of Information Act, Property Stock and Business Agent Act, Conveyancing Act, Privacy Act.*

8. Disclosing Personal Information Overseas.

Organisations must take certain steps prior to disclosing information overseas

- a) *Refer to Principles Six, Seven and One*

9. Adoption of Govt Related Identifiers

Organisations must not adopt a govt related identifier for an individual as its own identifier

- a) *Refer to Principles Three, Four and One*

10. Quality of Personal Information

Entities must take such steps that are reasonable to ensure that the personal information that the entity collects is accurate, up-to-date and complete

- a) *Refer to Principles Seven and One*

11. Reasonable Steps to Protect Information

If an entity holds personal information, the entity must take such steps as are reasonable in the circumstances to protect the information

- a) *Refer to Principles Six and Seven*

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12. Access by an Individual Whose Personal Information is Filed

Information held about an individual must on request, give the individual access to the information:

- a) *Refer to Principles Seven Nine and One*
- b) Held for Five Years Re: ATO Legislation.
Contact: Feedback: Enquiries
Licensee in Charge: Claire Williamson
Mobile: 0410 588 836 / Email: claire@williamsonproperty.com.au

13. Correction of Personal Information

For correcting personal information or for associating the statement with the personal information (as the case may be)

- a) Contact: Feedback: Enquiries
Licensee in Charge: Claire Williamson
Mobile: 0410 588 836 / Email: claire@williamsonproperty.com.au

Disclaimer: This Privacy Policy Statement is a commitment to *Australian Privacy Principles 2025* and *The Privacy Act 1988*. This 'statement' is not legal advice therefore williamsonproperty.com.au will not be liable. We welcome instruction and /or correction for miss-prints and / or human error that may exist within this document. CW 2025.