

Stormac Pty Ltd

Privacy Policy

This Privacy Policy outlines the policy of Stormac Pty Ltd and its related entities.

This privacy policy outlines how and why we need to collect and retain your personal information, and how we handle, protect, use and disclose that personal information.

1. Collection of information

We collect, retain and use information about you, including your personal information, to provide you with information on Bowden House and do business with you. Generally, this information is collected directly from you but we may collect information about you that is publicly available, for example from public registers or social media, or made available by third parties. Information we collect may include:

- your name
- telephone number
- email address
- physical address
- any other information reasonable necessary.

When you use our website or mobile applications we may collect information about your physical location and/or web activity including your IP address, your telephone number(s) and whether you've accessed or been referred to us via a third party site. Some of this website information we collect may use Cookies.

You may choose not to provide us with any of this information, but not doing so may affect our ability to provide you with information related to Bowden House.

2. Primary Purposes of collection

We need to collect information from you for a variety of purposes including to provide you with information related to Bowden House and do business with you. These purposes including:

- To establish your identity and assess your application for information
- To be able to contact you
- To provide you with information about our business and related entities
- To be able to answer questions from you about your enquiry and our services

- To manage our risk, including enable us to undertake a search of any relevant credit history entity
- To cooperate with enquiries from government and law enforcement bodies and comply with our legal obligations

3. Disclosure

We may disclose any information we have about you including your personal information as is reasonable necessary or as is permitted by law, including but not limited to the following:

- our employees, including temp or externally contracted staff
- service providers engaged by us, such as real estate agents, data storage, IT, software management and financial services
- third parties engaged to perform specific functions within our business
- government departments and agencies
- law enforcement agencies, including the police
- investigators
- agents for any of the above.

We may send your information overseas. Some of our service providers or other third parties, including data storage providers, may be located, operate or hold data outside of Australia. When information is sent or disclosed outside of Australia we take reasonable efforts to ensure that appropriate data handling and security arrangements are in place. We utilise service providers who are located in a number of countries outside Australia, including New Zealand, the UK, and the USA. Please note that Australian law may not apply to some of these entities in those countries.

4. Marketing

We may use your contact details, including email and telephone numbers, to contact you for marketing purposes. You may withdraw this consent at any time. We may share your information with our related entities. We will not share your contact details with third party enterprises, and will never sell your personal information or contact details. If you wish to opt out of direct marketing, please contact us at bowdenhouse@rentaspace.com.au

7. Security

We keep your information provided to us in both hard form and electronic form. We take steps to secure this from misuse, loss, unauthorised modification, unauthorised

disclosure and access. We employ physical security such as locks on filing cabinets and restricted access to hard files, and other security measures including password protected computers and internet firewalls. We take reasonable care when engaging third parties to provide services to us where those services may necessitate the third party handling your information, including data storage or file destruction

8. Accuracy of information we hold about you, your right to access and your right to correct

You may view and correct your personal information by giving us reasonable notice in writing that you wish to view your personal information, and

If we refuse access, we will provide you with a written reason for the refusal.

To correct inaccurate information we hold about you, you may advise us in writing that your personal information is not correct and provide us with written corrections. We will endeavour to update within a reasonable time.

9. Your Rights – how to contact us about your privacy

If you believe we have breached the Privacy Act 1988 or Australian Privacy Principles and wish to complain, please contact us at:
bowdenhouse@rentaspace.com.au

or via post at:

ATTN General Manager
Stormac Pty Ltd
42 O'Dea Ave
Waterloo, NSW, 2017

We will endeavour to resolve your complaint within 21 days. If you do not believe your complaint has been satisfactorily handled or resolved you can lodge a complaint with the Office of the Australian Information Commissioner. For more information visit: www.oaic.gov.au