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Privacy Act Statement and Consent - Tenancy

The [Privacy Act 1988](#) (Privacy Act) is an Australian law which regulates the handling of personal information about individuals. This includes the collection, use, storage and disclosure of personal information, and access to and correction of that information. The Privacy Act includes:

Collection of Information, Use and Disclosure of Personal Information

We only collect information from you that is necessary for what we do. For example, when you register your interest in applying for a rental property, we will require you fill in an approved application form with details such as your name, contact details, employment details or similar financial documents to support your application and previous accommodation details, personal references. Ian Clarke Real Estate will need to be able to verify and qualify your application to ensure that we provide quality service in a timely manner. Ian Clarke Real Estate undertakes to only collect information by lawful and fair means. Ian Clarke Real Estate may hold unsuccessful applications forms and attached documents for up to 30 days for our receipt of such documents in the case that we may be able to offer other suitable properties that may be of interest to you. After this time the unsuccessful application and documents will be shredded. Should you wish to retain your unsuccessful application you will need to advise us and personally collect from our office prior to the documents shredding.

Use and Disclosure beyond Ian Clarke Real Estate

Ian Clarke Real Estate DOES NOT provide any other commercial organisation personal details on any individual for purposes other than the need to be able to verify and qualify details of your specific tenancy application form.

Data Quality

Ian Clarke Real Estate endeavours to ensure that all data collected is accurate and well maintained. Computer access is password controlled and safeguards are in place to ensure protection of personal details of successful applicants.

Openness

Any person who has provided personal details to Ian Clarke Real Estate will have the right to seek out the information we hold on them. Ian Clarke Real Estate undertakes to respond to any enquiry regarding what information we hold, how we use it and where or how it is disclosed. PLEASE NOTE: Should the information of an unsuccessful application form be older than 30 days of receipt to our office it will be shredded and no longer available.

Access and Correction

Anyone who has provided personal information to Ian Clarke Real Estate may access this information and issue corrections if necessary. Ian Clarke Real Estate undertakes to ensure that any amendments to information are actioned in a timely and efficient manner. In most cases, you will be asked to verify your identity prior to personal information being disclosed. This ensures that information is only provided to the correct person and that the privacy of others is not undermined. All requests for information will be dealt with in a confidential manner and requests for access will in no way effect any commercial arrangements that may be in place between yourself and Ian Clarke Real Estate.

What to do if you have a Privacy Complaint

Our aim is to ensure that we treat all personal information with respect and care. However, should you have a complaint that relates to how we have collected or used the information you have provided on yourself, we would like the opportunity to remedy the problem. Ian Clarke Real Estate has a complaints register for this purpose, and all privacy complaints will be dealt with in a timely manner. Should you have a complaint, please address it to The Licensee, 169d Charters Towers Rd Hyde Park QLD 4812.

In the unlikely event that the matter cannot be resolved between Ian Clarke Real Estate and an individual, then the matter should be referred to the Office of the Australian Information Commissioner (QLD).

Tenant Name: _____ Signature

Tenant Name: _____ Signature

Tenant Name: _____ Signature

Tenant Name: _____ Signature