

Privacy Policy

Statement

LandPartners Limited is committed to protecting your privacy by ensuring compliance with the National Privacy Principles and the Privacy Amendment (Private Sector) Act 2000 through our policies and procedures and in our dealings with personal and sensitive information.

Any enquiries that you may have regarding our compliance with this policy, privacy law or in respect of your own information that we have collected, can be directed to:

privacy@landpartners.com.au

Personal Information and Sensitive Information

Personal information is any information or opinion (whether true or not) about an individual whose identity is apparent or can be ascertained from the information; such as telephone numbers, postal or street address, work experience and genetic information. The list is not exhaustive and it includes **sensitive information**, which is information or opinions about a person's:

- racial or ethnic origin
- political opinion
- membership of a political association
- religious or philosophical beliefs
- sexual preference or practices
- criminal record; and
- health or disability.

The kind of personal information that LandPartners collects includes:

- addresses, telephone number, mobile telephone number, facsimile number, email address
- employer name and contact details
- educational and employment qualifications.

Purpose of collection – what we do with this information

LandPartners only collects this information for a specific purpose, which is necessary for LandPartners to perform its functions and activities. We may not be able to fulfil our functions properly if you do not provide information to us. Personal information that we collect and hold can be for both primary and related secondary purposes. For LandPartners, personal information is usually collected for one or more of the following purposes:

- offering benefits and services

- delivery of information
- registrations for conferences, events, competitions, employment, services, memberships
- conferring prizes, rewards and awards
- processing applications for employment and tendering of projects.

If the information you are providing is about another individual, LandPartners is obliged by law to take reasonable steps to ensure that individual is aware of the collection of this information, except for example where it would pose a serious threat to life or health.

Who will be collecting this information

LandPartners employees

Who your information may be disclosed to

Personal and sensitive information that LandPartners has collected about an individual can only be disclosed in accordance with the National Privacy Principles.

Sensitive information in most cases can only be disclosed with that individual's consent.

The disclosure of personal information is ordinarily limited to the primary purpose for which it has been collected. Occasionally, LandPartners may need to disclose personal information for secondary purposes that are related to the primary purpose. If you wish to be notified of any occasion where this will take place so that you can elect to withdraw consent for any related secondary purpose disclosure, please advise LandPartners by contacting us on the details above.

LandPartners may also disclose your personal information where under a legal duty to do so, including to State and Federal government authorities.

There are certain circumstances outlined in the National Privacy Principles in which disclosure of personal information can be withheld by LandPartners, even from the individual about whom the information relates.

Access and correction

You have a right, except in certain circumstances outlined in the National Privacy Principles, to gain access to the personal information collected about you and have any errors corrected.

You may do so by contacting LandPartners on the details above to find out how to lodge your request. Similarly, you can assist LandPartners in maintaining accurate records by notifying us on the above contact details of any change in your personal details.

In some cases we may impose a moderate fee for providing access to personal or sensitive information. A fee will not be incurred merely because a request for access has been lodged and we endeavour to inform you in advance of any likelihood of a fee.

Security

LandPartners is committed to keeping secure the data you provide us and we will take all reasonable precautions to protect your personally identifiable information from loss, misuse or alteration.

Complaints

If you wish to complain about a breach of privacy you may do so by contacting LandPartners on the details above, or alternatively, by contacting the Office of the Federal Privacy Commissioner.

Changes to our privacy policy

From time to time it may be necessary for us to revise our privacy policy. We reserve the right to change our privacy policy at any time without prior notice. LandPartners may notify you about changes by posting or emailing an updated version of our privacy policy to you.

Compliance to National Privacy Principles

NPP7 – Identifier

An identifier is a number used by a government agency to identify an individual. LandPartners will not adopt, use, or disclose an identifier assigned by a government agency.

NPP4 – Data Security

4.1 LandPartners is committed to keeping secure the data provided and will take all reasonable precautions to protect personally identifiable information from misuse and loss, and from unauthorised access, modification, or disclosure.

4.2 LandPartners will take reasonable steps to destroy personal information, or make it impossible to identify the person it relates to if it is no longer needed for any purpose in accordance with NPP2.

NPP8 – Anonymity

Whenever it is lawful and practicable, individuals must have the option of not identifying themselves when entering into transactions with LandPartners.

NPP9 – Trans-border Data Flows

LandPartners will take steps to protect an individual's privacy if personal information is sent outside Australia. Information may only be transferred if National Privacy Principles Guidelines are adhered to. NPP Trans-border data flow guidelines are: LandPartners believes a law, binding scheme or contract applies at the destination which effectively delivers privacy standards substantially similar to the NPPs; the individual consents to the transfer, the transfer is for the benefit of the individual and its impracticable to gain consent but its likely consent would have been given; the transfer is required by a contract

between the individual and LandPartners, or a contract between LandPartners and a third party in the interests of the individual; LandPartners has taken reasonable steps to ensure the information won't be held, used, or disclosed by its recipient inconsistently with the NPPs.