

## Privacy Policy

### INTRODUCTION

This policy concerns the collection and use of personal information by the Consolidated Property Services (Aust) Pty Ltd (ABN 54 006 727 484), referred to as 'Consolidated' for the purposes of this policy.

Consolidated recognises the importance of an individual's privacy. The *Privacy Act 1988* sets out principles that Consolidated is committed to meeting and exceeding.

### COLLECTION OF PERSONAL INFORMATION

Consolidated only collects personal information that is necessary for the marketing and delivery of the services the Company provides. Wherever possible Consolidated collects personal information from the individual to whom the information relates. The information we collect may include contact information and job title information.

### USE AND DISCLOSURE OF PERSONAL INFORMATION

Consolidated uses the personal information it collects to communicate with its customers and market its services to customers and potential customers. Information collected in relation to job applicants may be used when considering making offers of employment.

Consolidated will not disclose your personal information to any other person unless we are otherwise required or authorised to do so by law.

The Company will not transfer personal information to any person located outside Australia without the consent of the person to whom the information relates and otherwise in compliance with our obligations under the *Privacy Act*.

The Company will take reasonable steps to ensure that any personal information we hold is kept secure and not used for any unauthorised purpose. We will also destroy or de-identify any personal information we hold if it is no longer needed.

### ACCESS TO AND CORRECTION OF INFORMATION

If you wish to obtain a copy of any personal information we hold which relates to you, request that we correct that information, request that we delete that information or make a complaint relating to our collection or use of personal information, please contact the Company's Privacy Officer at [markg@consolidated.com.au](mailto:markg@consolidated.com.au) or by telephone on 03 8633 8200. The Company aims to respond to any complaint within 30 days and act reasonably in resolving all complaints.

### FEEDBACK

Consolidated staff may provide feedback about this document by emailing [info@consolidated.com.au](mailto:info@consolidated.com.au)

#### APPROVAL AND REVIEW DETAILS

|                         |  |
|-------------------------|--|
| <b>Policy Approver:</b> | Board of Directors                           |
| <b>Policy Manager:</b>  | Chief Commercial Officer                     |
| <b>Review:</b>          | This policy is to be reviewed by 17 May 2024 |

#### VERSION HISTORY

| Version | Approved by        | Approval Date | Effective Date | Amendments   |
|---------|--------------------|---------------|----------------|--|
| 1       | Board of Directors | 11/02/2021    | 11/02/2021     | Format changes<br>Feedback section added<br>Approval and Review Details added<br>Version History added |
| 2       | Board of Directors | 17/05/2022    | 17/05/2022     | Logo change  |