

## PRIVACY NOTICE

### Belle Property North Shore

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information collected by Belle Property North Shore (Real Estate Agents) from clients, customers and members of the public ("You"). Your information may also be disclosed to and collected by Belle Property Australasia Pty Limited [ACN 127 694 204], Hocking Stuart Pty Limited [ACN 006 676 802], related entities and associated service providers. "We", "us", "our" and the like refer to Belle Property, Acton | Belle Property, Hockingstuart and the Real Estate Agents.

Our offices collect personal and sensitive information from property owners, buyers, sellers, landlords, tenants, applicants, contractors and other parties involved in property transactions and services. This information may include names, addresses, contact details, identification documents, banking details, trust account information, company and trust ownership information, source of funds details and other information reasonably required for our business operations and legal obligations.

Your information is collected for purposes including:

1. security and identification purposes;
2. responding to your enquiries and communicating with you via phone, SMS or email;
3. providing real estate sales, leasing, property management and related services;
4. assisting with property appraisals, inspections, marketing and transaction management;
5. informing you of properties, services or opportunities that may suit your needs;
6. sending market updates, promotional material or property information where consent is provided;
7. providing feedback to property owners regarding interest in a property (generally limited to your first name unless otherwise authorised);
8. maintaining trust account, financial and transaction records;
9. complying with our legal, regulatory and compliance obligations; and
10. complying with obligations under the Anti-Money Laundering and Counter-Terrorism Financing Act 2006 (Cth) ("AML/CTF Laws").

To comply with AML/CTF Laws and other legal obligations, we may collect, verify, use and disclose personal information and identification documents for customer due diligence, identity verification, ongoing monitoring, source of funds verification, risk assessment and compliance purposes. Such information will be collected, stored and processed within our AML Hub platform and will be retained in that system for compliance, audit and record-keeping purposes.

This may include collecting and verifying:

#### Belle Property North Shore

##### Lane Cove

2A Phoenix Street,  
Lane Cove, NSW 2066  
9087 3333  
lanecove.info@belleproperty.com  
belleproperty.com/lane-cove

##### Hunters Hill

3/52-56 Gladesville Road,  
Hunters Hill, NSW 2110  
9817 7729  
huntershill.info@belleproperty.com  
belleproperty.com/hunters-hill

##### Willoughby

551 Willoughby Road,  
Willoughby, NSW 2068  
9958 5211  
willoughby.info@belleproperty.com  
belleproperty.com/willoughby

##### Lindfield

Suite 20, 12-18 Tryon Road,  
Lindfield, NSW 2070  
9416 6999  
lindfield.info@belleproperty.com  
belleproperty.com/lindfield

##### Ryde

95 Blaxland Road,  
Ryde, NSW 2112  
8080 9116  
ryde.info@belleproperty.com  
belleproperty.com/ryde

- driver licences, passports and other identification documents;
- company, trust and beneficial ownership information;
- source of funds and source of wealth information;
- transaction and banking information; and
- any additional information required to satisfy legal or regulatory obligations.

We may disclose your information to:

- related entities within the Belle Property group;
- regulatory bodies and government authorities including AUSTRAC where required by law;
- external identity verification and AML/CTF compliance providers;
- banks, financial institutions, legal advisers, accountants, insurers and professional advisers;
- technology providers, cloud storage providers and software platforms used in connection with our business operations;
- contractors, suppliers and trusted third-party service providers; and
- offshore administrative, operational and support staff engaged by us under confidentiality and privacy obligations.

As part of our business operations, your information may be stored in cloud-based systems or accessed by authorised personnel located outside Australia, including offshore administration and support teams. We take reasonable steps to ensure overseas recipients comply with appropriate privacy, confidentiality and data protection obligations in accordance with Australian privacy laws.

Except as set out above, your personal information will generally not be disclosed to any other third party without your consent unless authorised or required by law.

All personal information we collect is stored electronically and/or in hard copy in a secure manner. We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

Our Privacy Policy, available online, contains further information about:

- how you may request access to or correction of your personal information;
- how you may make a privacy complaint; and
- how we will deal with any privacy complaint.

If you would like further information regarding our Privacy Policy or privacy practices, please contact our Privacy Officer:

Gina Rotunno  
02 9817 7729  
[gina.rotunno@belleproperty.com](mailto:gina.rotunno@belleproperty.com)

#### **Belle Property North Shore**

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**Hunters Hill**  
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**Ryde**  
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Mashie Pty Ltd ATF Mashie Sales Unit Trust

ACN 157 767 729 / ABN 54 477 942 771

Mashie Property Management Pty Ltd ATF Mashie PM Unit Trust

ACN 160 789 515 / ABN 16 490 369 172

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