

# PRIVACY & NOTIFICATION OF DATA COLLECTION STATEMENT

Q STATE PROPERTIES is bound by the Privacy Act & Australian Privacy Principles (APPs). The APPs regulate the way handle information.

## Data Collection

The kinds of personal information that this entity collects and holds is as follows: to maintain contact with clients; to manage and administer the services we offer; to improve our website to provide you with a personalised experience. We collect your personal information via a number of methods. These include signed agreements/appointments, via email, phone, in person, by referral.

## Methods of collection and holding personal information.

The following methods of collection and holding personal information are used by this entity: The personal information we collect consists of your full name and contact details; this may include, postal and email address, phone number, business contact details. Where relevant we may ask you for other information. Any sensitive information collected will only be collected, used and disclosed with the individual's consent or in accordance with the requirements under NPP's.

## Use of Data.

The purposes for which this entity collects, holds, uses & discloses personal information is outlined below: We may use your personal information to market our services, hire other companies & contractors to provide services on our behalf or the behalf of our clients; including but not limited to repairs & maintenance; insurance; property inspections. These organisations will be permitted to obtain the information needed to deliver the service.

## Disclosure.

Q State Properties may disclose your personal information as outlined: the disclosure of personal information is not permitted unless the person has consented to its disclosure in way of the signing of this statement.

## Access & Correction.

An individual may access personal information about the individual that is held by this entity & seek the correction of such information by contacting Q State Properties via email.

## Complaints.

If you believe we have breached the Australian Privacy Principle or registered Australian Privacy Principle code & would like to make a complaint, you can do so in writing by emailing or writing to Q State Properties.

## How To Contact Q State Properties:

Email: [admin@qstateproperties.com.au](mailto:admin@qstateproperties.com.au); Phone: 1300 778 283; Mail: PO Box 32 Beaudesert Q 4285

## Individual's consent to data collection and privacy statement.

By signing below, you state as follows:

*I acknowledge that I have read the Privacy & Notification of Data Collection Statement above and that I  
Consent to the use and disclosure of my personal information as set out on that statement.*

Name:

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Signature:

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Date:

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PO Box 32

Beaudesert QLD 4285

M : 0438 762 163

E : [admin@qstateproperties.com.au](mailto:admin@qstateproperties.com.au)

[www.qstateproperties.com.au](http://www.qstateproperties.com.au)