

# Privacy Notice and Consent

**Consent**

I, \_\_\_\_\_  
 (Full name)

of \_\_\_\_\_  
 (Residential Address)

I authorise JSM Property Management including their directors, officers and employees to obtain relevant information from, and release relevant information to, the parties (persons / organisations) described on page 2 to assist with my involvement with JSM Property Management in accordance with their Privacy Policy, and this Privacy Notice and Consent. I understand that I can revoke my authority at any time. I acknowledge that if I revoke my authority, or if I decline to provide information as requested by JSM Property Management, the company may be unable to provide the products and services I have requested.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Parent/Guardian Signature (if under 18 years of age)* \_\_\_\_\_

**Privacy**

JSM Property Fund Pty Ltd (ABN/ACN No. 28 159 691 488) trading as JSM Property Management is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs) issued pursuant to the Act. This document sets the JSM Property Management condensed Privacy Notice. JSM Property Management has a full privacy policy which contains information about how you can complain about any breach by JSM Property Management of the APPs or an applicable APP Code. A full copy of our privacy policy can be found on our website at <https://www.jsmproperty.com.au/privacy>

**Information Collection, Use and Disclosure**

During the course of your involvement with JSM Property Management, we may collect, use or disclose personal information about you for the following purposes:

- Assisting you to lease a property (as lessee);
- Assisting you with payment or refund of a bond;
- Assisting you with tenancy disputes;
- Coordinating repairs or maintenance of a property leased by you;
- Recording or accessing information at the ACT Office of Regulators Services or other government agency;
- Recording or accessing information at the ACT Bond Office;
- Recording or accessing information on tenancy information services or databases;
- Client and business relationship management;
- Marketing of products and services to you.

The types of personal information we may collect, use or disclose about you includes but is not limited to:

- Your full name;
- Your date of birth;
- Your residential address;
- Your postal address;
- Your email address;
- Your home telephone number;
- Your work telephone number;
- Your mobile telephone number;
- Your occupation and business address;
- Financial information including details of your employer, income, name of bank or financial institution;
- Details of your spouse, de facto, dependent children, and roommates;
- Details of properties owned or leased by you;
- Identification information such as drivers licence, passport, etc.

In order to provide products and services to you, we may disclose your personal information to the persons/organisations described below:

- In the event that you are a lessee, we may disclose your personal information to prospective buyers of the property leased by you;
- Real estate agents and property managers seeking or providing references about you;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers;
- Persons or organisations involved in providing, managing or administering your product or service including independent contractors engaged by us;
- Tradespeople engaged by us to repair or maintain a property leased by you;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The ACT Office of Regulators Services or other government agencies;
- Police;
- Tenancy information services or databases.

Whenever it is reasonable or practicable to do so, we will collect your personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as a credit reporting agency, your legal adviser, your previous or current employers, your previous or current property managers, and tenancy information services or databases.

In the course of providing services to you, it may be necessary for us to enter your personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites.

We may disclose your personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to JSM Property Management collecting and releasing your personal information as described above, we may be unable to provide the services requested by you.

#### **Access to and correction of personal information**

You have the right to request access to your personal information and to request that JSM Property Management update or correct your personal information. A charge may apply for providing access to your information.

Our privacy policy contains further information about how you may request access to, and correction of, your personal information.

#### **Contacting Us**

You may contact us by mail, telephone or email:

JSM Property Management  
GPO Box 2297  
Canberra ACT 2601

Phone: 1300 159 675

Email: [service@jsmproperty.com.au](mailto:service@jsmproperty.com.au)