

TENANT PRIVACY STATEMENT

PRIVATE INFORMATION COLLECTION NOTICE

We must ensure that you fully understand the National Privacy Principles and the manner in which we must use your private information in order to carry out our role as a Community Housing Provider.

As Community Housing Providers, we collect your personal information to assess the risk in providing you with the lease of the premises and if the risk is considered acceptable, to provide you with a Tenancy Agreement for the premises.

To carry out this role and during the term of your tenancy, we may disclose your personal information to:

- The Lessor
- Referees you have nominated
- Tradespeople/Organisations to contact you in relation to maintenance to the premises
- Residential Tenancy Authority
- Other Real Estate Agents and Lessors
- Victorian Housing Register

SECONDARY PURPOSE

We also collect your personal information to:

- Enable us to gain information from your previous Lessor's Agents/Lessors
- Enable us to prepare the Tenancy documents for the premises
- Allow Tradespeople/Organisations to contact you in relation to maintenance matters relating to the premises
- Pay/release rental bonds to/from the Residential Tenancy Authority
- Refer to Tribunals, Courts and Statutory Authorities where necessary

Please be aware that if your personal information is not provided to us and if you do not consent to the uses to which we put our personal information, we cannot properly assess the risk to our client, or carry out duties as Community Housing Managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

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