

Privacy Policy for Living Property Management

Introduction

Living Property Management (referred to as "we," "us," or "our") is committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and manage your personal information in accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth).

1. Collection of Personal Information

We collect personal information that is necessary for us to provide our services, including but not limited to:

- Contact details (name, address, email, phone number)
- Property details and preferences
- Financial information (bank account details, payment history)
- Employment and income information
- Identification documents (e.g., driver's license, passport)

This information is collected through various means, including our website, applications, correspondence, and in-person meetings.

2. Use of Personal Information

We use your personal information for the following purposes:

- Managing and administering property leases
- Processing payments and maintenance requests
- Conducting routine inspections and property evaluations

- Communicating with tenants, landlords, and service providers
- Complying with legal and regulatory obligations

3. Disclosure of Personal Information

We may disclose your personal information to third parties where it is necessary to provide our services or as required by law. These third parties may include:

- Service providers and contractors
- Financial institutions
- Regulatory and government authorities
- Legal and professional advisors

4. Security of Personal Information

We take reasonable steps to protect your personal information from misuse, interference, loss, unauthorized access, modification, or disclosure. This includes implementing physical, electronic, and managerial procedures to safeguard and secure the information we collect.

5. Access to and Correction of Personal Information

You have the right to request access to the personal information we hold about you and to request corrections if you believe it is inaccurate, incomplete, or out-of-date. To make a request, please contact us using the details provided below.

6. Complaints and Inquiries

If you have any concerns or complaints regarding the handling of your personal information, please contact us. We will investigate your complaint and respond to you within a reasonable timeframe.

7. Changes to This Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. The updated policy will be available on our website, and we encourage you to review it periodically.

Contact Us

For any inquiries or concerns regarding your privacy, please contact us at:

Living Property Management

Phone: 1300 885 624

Email: admin@livingpm.com.au

Address: PO Box 2669, New Farm QLD 4005
