Atwell & Co Real Estate

PRIVACY POLICY – APPLICATION FOR TENANCY

We are committed to protecting your personal information and have outlined below exactly what it is used for in relation to your tenancy application.

WHAT YOUR PERSONAL INFORMATION IS USED FOR

The personal information you provide in this application, or that which is collected from other sources, is necessary for Atwell & Co Real Estate to verify your identity, to process and evaluate the application and to manage the tenancy.

The personal information collected about you in this application may be disclosed for the purpose for which it was collected. It may also be used during the course of the tenancy. We will usually disclose this information to:

- the landlord
- the landlord's solicitor, accountant or financial institution
- referees and next of kin you have nominated
- tradespeople (to carry out any maintenance required to the property)

We require all such contractors to be privacy compliant, and have agreements in place where appropriate with such contractors referred by Atwell & Co Real Estate.

- financial institutions
- other estate agents or private landlords seeking a tenancy reference
- National Tenancy Database (NTD) (see below for more detail)
- Residential Tenancies Bond Authority (RTBA)

Information already held on tenancy reference databases may also be disclosed to Atwell & Co Real Estate and / or landlord. As agents we may also disclose information to other parties on the internet.

IF YOUR APPLICATION IS APPROVED

If your enter into a Residential Tenancy Agreement and if, as a tenant, you fail to comply with your obligations under this Agreement, that fact and other relevant personal information collected about you during the course of the tenancy may also be disclosed to:

- referees and next of kin you have nominated
- other estate agents or private landlords seeking a tenancy reference
- National Tenancy Database (NTD)
- Residential Tenancies Bond Authority (RTBA)
- Collection agencies
- judicial instrumentalities such as the Magistrates Court and the Victorian Civil and Administrative Tribunal

CREDIT & TENANCY HISTORY CHECKS

The **National Tenancy Database, "ntd"** is the leading authority on tenancy information in both the residential and corporate sectors, Australia wide.

The database contains accurate information that provides its members with historical tenancy and public record information on individuals and companies. The data is only available to licensed estate agents and member groups that subscribe to the "ntd" system.

You may contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) and ask for access to your personal information stored on the database: Tel: (03) 9610 4996 Fax: (03) 9620 7339

RESOLVING YOUR PRIVACY ISSUES

If you have any questions or would like to discuss anything about our Privacy Policy please contact:

- Michael Atwell on 0411 882 588 from 9.00 am to 5.30 pm Monday to Friday
- Or by email: Michael@atwellandco.com.au

To ascertain what personal information we hold about you, you may contact us at:

Phone: (03) 9820 2207
Fax: (03) 9866 7365
Postal address: PO Box 7472 St Kilda Road, Melbourne 8004
Email: michael@atwellandco.com.au

- We will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act 1988.
- You may also correct any information if it is inaccurate, incomplete or out of date.
- If the required information is not provided on the Tenancy Application Form, we may not be able to process the application and manage the tenancy.

Signed by the applicant: _____ Date: _____