

# Cramer Property Group Pty Ltd

## Privacy Policy

When you register your details on The Masters web site, they will be collected and stored by Cramer Property and subject to their privacy policy as outlined below.

The following document explains Cramer Property Group's policy in relation to the collection, storage and use of personal information.

## Privacy Legislation Compliance

Cramer Property Group Pty Ltd (Cramer) has adopted a privacy policy relating to the collection, storage and use of personal information. The policy aims to assure anyone who engages in business with Cramer, that Cramer's privacy policy complies with the National Privacy Principles as amended in September 2001 contained in the Privacy Act 1988 as amended by the Privacy Amendment Act 2000.

## Personal Information Collection

You may be asked to provide personal information when you

- Request sales and marketing information
- Submit an enquiry to Cramer
- Register for Cramer services
- Complete an on site registration form for further information

When submitting information on a registration form on any of our web sites, we will collect details such as your name, e-mail address, phone numbers and some details of your requirements. Some of this information is essential for us to be able to respond to your requests and therefore mandatory fields are included. You will be prompted when submitting a form if mandatory fields have not been completed.

## Disclosure, Use, and Sharing of Personal Information

Cramer operates a number of divisions which handle personal information. Cramer policy is only to use or disclose personal information for the purpose which was either specified or reasonably apparent at the time when the information was collected. Cramer may also use or disclose the information collected for any other related purpose for which a client would reasonably expect it to be used.

Any personal information collected by Cramer is not shared with any other third parties unless explicitly and expressly stated when the information is collected or submitted. In the case of registrations of interest for The Masters, this information will be shared with The Masters Residences Pty Ltd.

Any personal information is securely stored and access is restricted to authorised Cramer employees and contractors only and in the case of The Master's registrations, with The Masters Residences Pty Ltd.

If however it is necessary for law enforcement purposes, we may need to disclose your personal information to third parties as required by the law.

Cramer requires any third parties contracted in the operation of its business to assist or to provide a customer service to Cramer which may involve personal information to agree to the Cramer Privacy Policy and to strict conditions governing the use of this information.

## **Disclosure, Use, and Sharing of Personal Information cont**

Cramer expressly discloses that it is an agent appointed by a principal being a property owner/or developer (the vendor) Cramer shall be entitled at its discretion to disclose personal information to its principal, namely the vendor. Cramer shall not be responsible for the use of that information by the vendor, however Cramer discloses that it is providing a copy of this policy to each such vendor with a request that they comply with the objectives and goals that are set out herein as part of the Cramer privacy policy.

Cramer does not sell personal information to any third parties.

## **Promotional Material and Other Information**

Cramer may send promotional material and information to any contacts held on its records where the promotional material or information is related to the purpose for which the information was collected. If at any time you no longer wish to receive promotional material or information from Cramer, please request that your personal details are removed from Cramer's records.

This may be done by contacting the Cramer Privacy Office. (Please see contact details below.)

## **Internet Cookies**

Cookies are pieces of information that a website can transfer to an individual's computer hard drive for tracking site usage. They are also used to facilitate on-line transactions.

Most internet browsers are preset to accept cookies. If you are concerned about the use of cookies you do have the option to refuse the transfer of cookies to your computer's hard drive. If you prefer not to receive cookies, you can set your internet browser to refuse cookies or to warn you when cookies are being used.

Cramer does not use cookies to keep personal profiles of users of the Cramer web site [www.cramerproperty.com](http://www.cramerproperty.com) or any other web sites operated by Cramer.

## **Security of Personal Information**

Any personal information that is collected by Cramer or submitted to Cramer is held in the strictest confidence. This information is securely stored and access is restricted to authorised Cramer employees only.

Cramer employees are required to maintain the confidentiality of any personal information held.

## **Access to Personal Information**

Should you require a copy of your personal information held by Cramer, this may be requested from the Cramer Privacy Officer. (Please see contact details below.)

## **Changes to Personal Information**

If you wish to check, correct or update personal details held by Cramer that are inaccurate or out of date, please contact the Cramer Privacy Office. (Please see contact details below.)

## **Removal of Personal Information**

If you no longer wish to have your personal details held by Cramer, and require your personal details to be removed from Cramer records, please advise the Cramer Privacy Officer. (Please see contact details below.)

## Change to the Cramer Privacy Policy

Cramer reserves the right to change this Privacy Policy at any time. Any amendments will be posted in an updated version of the Cramer Privacy Policy on the Cramer website at [www.cramerproperty.com](http://www.cramerproperty.com)

## Cramer Privacy Officer

The Cramer Privacy Office may be contact as follows:

|                  |   |
|------------------|---|
| <b>Email</b>     | <a href="mailto:privacy@cramerproperty.com">privacy@cramerproperty.com</a>                              |
| <b>Telephone</b> | 02 8302 1500  |
| <b>Tax</b>       | 02 8302 1501  |
| <b>Mail</b>      | Cramer Privacy Officer<br>Cramer Property Group Pty Ltd<br>302 Victoria Street<br>Darlinghurst NSW 2010 |