

## **Privacy Statement**

Arden Property Group recognises the importance of protecting the privacy of personally identifiable information collected about users of this website.

### **Personal Information**

Personal information will only be collected knowingly and voluntarily when submitted by users. When a user registers their interest, personal information may need to be collected including name, address, telephone/mobile phone number, postcode, e-mail address, business name, user id or password.

When information is collected, users will be notified as to why and how it will be used, or it will be obvious at the time of collection.

Users' information will only be collected if and when contact is to be made.

By way of example, such information may be collected in order to provide services including answering or forwarding enquiries, questions and requests.

It is Arden's intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

Access to certain content, parts or services of this Site may not be provided to users who do not provide personal information.

### **Use of Information**

User information is only used to provide our services and is only used for the purpose for which it is submitted, or for purposes that are related to that purpose, unless other uses are disclosed in this Privacy Statement or at the time of collection.

Generally sensitive information will not be collected, however if it is, it will usually be for the purposes of providing our services, and if the law requires us to we will seek users' consent to collect it.

If users subscribe or register for any services on this Site, then e-mail addresses and other personal information that are provided will be recorded.

### **Use of Aggregate Data**

Personally identifiable information may be used in aggregate form to improve our services and make them more responsive. Statistical compilation and analysis of information may also be used by us or provided to others as a summary report for marketing, advertising or research purposes.

### **Security**

A variety of physical and electronic security measures including restricting physical access to our offices and password protection is used to help secure the privacy of personally identifiable information of users. No transmission of data over the internet can be guaranteed to be completely secure, however these measures are in place to help prevent misuse, loss or unauthorised use of personal information.

## **Access to Personal Information**

Users have a right to access most personal information held about them, and if access is denied an explanation will be offered. Please contact the Site host to request access.

## **Cookies**

Cookies are data that a website transfers to an individual's hard drive for record-keeping purposes. Cookies can facilitate a user's ongoing access to and use of a site. They allow the tracking of usage patterns and compilation data that can help content and target advertising to be improved.

If users do not want information collected through the use of Cookies, there is a simple procedure in most browsers that allows the Cookie feature to be allowed or denied. Cookies may be required to provide users with features on this Site.

Through the use of Cookies user's server address, the date and time of visit to the site, the previous site visited, the type of browser used and the pages accessed and documents downloaded may be logged for statistical purposes.

## **Information provided to users**

Information contained in the material or product provided to users through this Site may be subject to the Commonwealth Privacy Act 1988 and the Privacy Amendment (Private Sector) Act 2000 (the Commonwealth Privacy legislation) and must not be used for direct marketing of goods and services or be released to any person or third party for the purpose of direct marketing of goods and services. Arden Property Group takes no responsibility for any breaches of the Commonwealth Privacy legislation by any person in relation to information obtained from the material or products supplied to you through this Site.

## **Online Links to Third Party and Co-Branded Sites**

Arden may establish relationships with business partners that allow visitors to this Site to link directly to sites operated by these partners. Some of these sites may be "co-branded" with our logo; however, these sites may not be operated or maintained by or on Arden's behalf. These sites may collect personal information from users that may be shared with us. This Privacy Statement will apply to any personal information obtained in this manner.

Arden is not responsible for the content or practices of websites operated by third parties that are linked to Arden's sites. All links are meant for the user's convenience only. Links to third party sites do not constitute sponsorship, endorsement or approval by Arden of the content, policies or practices of those third party sites. It is recommended users should check the applicable privacy policy of the third party site once they have left this site.

## **Disclosure**

If there is a reason to believe disclosure of personal information is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with Arden's rights or property, users, or anyone else who could be harmed by such activities, personal information may be disclosed to the appropriate parties and/or where the law requires disclosure.

**Notification of Changes**

Any changes to this Privacy Statement will be posted to this Site and elsewhere deemed appropriate by Arden so that users are aware of the information collected, its use and the reason for its collection.

Please forward any queries relating to this Privacy Statement, or any complaints to the Site host:

[admin@ardengroup.com.au](mailto:admin@ardengroup.com.au)