



**Karen Stehr**  
**PROPERTY**

## Privacy Policy

Karen Stehr Property is committed to protecting the privacy of all the clients and customers. In order to ensure that Karen Stehr Property remains consistent in this approach, we have adopted a Privacy Policy that is compliant with the National Privacy Principles contained within the Privacy Amendment (Private Sector) Act 2000.

### **Karen Stehr Property and the Collection of Your Information**

We only collect information from you that is completely necessary for what we do. Karen Stehr Property only collects information by lawful and fair means meaning and will never be unreasonably intrusive. We always provide clients and customer the opportunity to "opt-out" of receiving promotional material electronically.

### **Karen Stehr Property and the Use and Disclosure of Your Information**

We do not provide any other commercial organisation personal details under any circumstances. Personal information is collected for the purpose of processing Leases, Management Agreements, Appointment to Act authorities, responding to your enquiries, sending our promotional material on services, employment applications and processing of payments.

### **Karen Stehr Property and our Data Quality Measures**

We ensure that all data collected is accurate and well maintained. All computer access is password controlled and we ensure that the security of our client information is protected. We regularly cleanse our database to maintain accurate client information.

### **Karen Stehr and Openness About Your Information**

Any client that has provided us with their details has the right to seek out the information we hold on them.

### **Karen Stehr Property and Access and Correction of Your Information**

Anyone who has provided personal information to Karen Stehr Property may access this information and issue corrections if necessary. Karen Stehr Property ensures that any corrections to information held about you are actioned in a timely and efficient manner. You will be asked to verify your identity prior to personal information being disclosed ensuring that information is only provided to the correct person and that the privacy of others is not undermined. All requests for information will be dealt with in a confidential manner.

### **Karen Stehr Property and Your Anonymity**

Karen Stehr Property will allow any individual to seek out and obtain information in a confidential manner and without the need to identify themselves. This however does not allow Karen Stehr Property to provide personal client information, simply it allows general information to be supplied regarding business matters without the need to identify yourself.

### **Karen Stehr Property Privacy Complaints Process**

If you feel that your privacy has been breached or you have a complaint about how Karen Stehr Property has collected, managed or used your personal information, we would like the opportunity to resolved the issue with you. All complaints need to be supplied in writing to either;

**ATTN KAREN STEHR**

**Email: [karen@karenstehrproperty.com.au](mailto:karen@karenstehrproperty.com.au)**

**Post: PO Box 141, Mooloolaba, QLD 4557**