

## PRIVACY POLICY

- Cornish Property Services is bound by the National Privacy Principles in the Privacy Act 1988 (Commonwealth) & all other applicable laws & codes affecting personal information. We respect your right to the privacy of all personal information.
- All personal records & information will be collected, handled, disclosed, maintained & destroyed according to the National Privacy Principles in the *Privacy Amendment (Private Sector) Act 2000*
- Cornish Property Services Management will ensure the integrity, security & relevance of all personal information maintained on clients, employees, job applicants & past employees.
- This policy applies to the maintenance & disclosure of personal records & details relating to all former & current clients, employees of Cornish Property Services, as well as unsuccessful applicants for employment with the company.
- Access to your personal information may be obtained after submitting a request in writing, subject to some exceptions by law.
- If an individual is concerned about any issue with regard to the privacy of personal information they may speak to the Director or General Manager

Allan Raad  
Managing Director

Dated:  
August 5, 2004

