

## PRIVACY POLICY – JMC GROUP PTY LTD

### Respecting your privacy

JMC Group Pty Ltd ACN 102 930 772 and our subsidiaries and related bodies corporate (“we”, “our” and “us”) are committed to supporting the ‘National Privacy Principles for the Fair Handling of Personal Information’ (“NPPs”) contained in the *Privacy Act 1988* (Cth) which set clear standards for the collection, access, storage and use of personal information which we obtain as part of our business operations.

Our respect for your right to privacy of your personal information is paramount. We have policies and procedures to ensure that all personal information, no matter how or where it is obtained, is handled sensitively, securely and in accordance with the NPPs.

### This Privacy Policy sets out:

- matters of which you should be aware regarding information we may collect about you;
- our policies on the management of your personal information; and
- generally, what sort of information we hold, why we hold the information we hold, and how we collect, hold, use, and disclose that information.

### Terminology

In our privacy policy, “**personal information**” refers to information or an opinion about a person whose identity is apparent or can reasonably be ascertained from the information or opinion.

### How do we collect and store your personal information?

Australia’s privacy laws require us to only collect personal information if the information is necessary for one or more of our functions or activities and we must only collect personal information by lawful and fair means. Further, we must not collect personal information in an unreasonably intrusive manner.

We may collect your personal information from a number of sources, including from:

- 1 a Reservation Agreement you complete and submit to us;
- 2 a telephone or in-person inquiry about one of our developments;
- 3 emails or other electronic means (including by using our website);
- 4 third parties, such as credit reporting agencies or your representatives;
- 5 publicly available sources of information;
- 6 our service providers identified below;

We may collect “de-identified information” through your use of our website, including the dates and times you access our website, the domains from which you visit our website, your activity on our website and Internet Protocol addresses. This information is referred to “click stream data” and we may use this data to analyse trends and statistics in order to improve our website and services. We collect this data using various technologies, including “cookies”. A “cookie” is a text file that our website sends to your browser which is then stored on your computer as an anonymous tag



**How do we protect your personal information?**

We will take reasonable steps to protect your personal information which we hold from misuse and loss and from unauthorised access, modification or disclosure.

When using our website, you should be aware that no data transmission over the Internet can be guaranteed to be totally secure. We do not warrant the security of any information transmitted over the Internet, although we strive to protect such information. By using our website and our client portal, you accept that your information will be transmitted to and from our website and portal at your own risk.

**Access to and correction of your personal information**

In accordance with the NPPs, we will provide you with access to any of your personal information we hold (except in the limited circumstances recognised by the NPPs). If you wish to access your personal information we hold, please write to us at JMC Group Pty Ltd, Unit 2, 440 Park Street, Carlton North VIC 3053.

Of course, before we provide you with access to your personal information we will require some proof of identity.

For most requests, access to your personal information will be provided free of charge. However, we may charge a reasonable fee if your request requires a substantial effort on our part.

If you need to update your information (ie., if you change your address), please contact us so that we can make the change.

**Updates to our privacy policy**

We may amend or replace our privacy policy from time to time. Any changes to this privacy policy will be published on our website.

You may obtain a copy of our current privacy policy from our website or by contacting our privacy policy using the contact details set out above.