

# River Valley

(Atlantic Link Pty Ltd)

## Privacy

### General

River Valley (Atlantic Link Pty Ltd) and its subsidiaries maintain a policy of strict confidence concerning personal information it obtains. Our privacy policy has been developed in accordance with the National Privacy Principles of the Commonwealth Privacy Act 1988 (Privacy Act).

### Collecting Personal Information

All information collected by River Valley is for the purpose of providing goods and services to you for residential, commercial and industrial development purposes. This may include the purchase of an interest in property related investments. Generally, we will obtain personal information from you for these purposes only. This information may include contact details and may include sensitive information that is necessary for the delivery of services to you. If we obtain information about you without your knowledge and the law requires your express consent to obtain it, then you will be contacted by us before the information is used.

When registering on the River Valley website by pressing submit, you agree that your supplied information can be used by River Valley and its associates to provide you with additional information about finance and other property information in relation to River Valley. If you do not wish this to occur, please contact us and tell us.

### Use and Disclosure of Information

Any personal information we obtain is used to help provide an efficient service to you. It also helps in raising your awareness of River Valley activities. In the course of providing our services we may disclose your personal information to other parties but only if you do not request us to refrain from doing so. You have the right to request that any collected information not be passed on and we will respect that request if made to us. You can be assured that disclosure of personal information is undertaken only in accordance with the Privacy Act.

### Access

If access to the information we may have concerning you is required by you, you may request to see that such information is correct it and update it. This will be subject to any exemptions allowed under the Privacy Act. If you are not allowed access to your personal information (which is usually for reasons that will not apply to the information we collect) you will be

informed of which exemptions under the Act do not allow you to access this service. If River Valley incurs any costs concerning access, we may charge a reasonable fee for such a service.

### **Accuracy**

River Valley takes all reasonable steps to ensure the information it collects and retains is accurate, complete and up to date. If any information we have is incorrect please contact us immediately and we will take all reasonable steps to correct it.

All personal information is kept within a secure environment. Such information is only stored on computer data bases and is protected by fire walls and requires password access to designated senior personnel.

### **Contacts**

If contact is to be made concerning issues of privacy that are related to River Valley or you wish to update your details please contact our Privacy Officer: The Privacy Officer River Valley c/- 21 Balmain St Richmond or by e-mail [privacyofficer@Rivervalley.com.au](mailto:privacyofficer@Rivervalley.com.au)

Phone: 03 9425 9339

Fax: 03 9425 9335

If you wish, you may contact us and remain anonymous. However if you do so we will not be able to contact you. You should carefully consider whether it is best to remain anonymous as to do so will not enable us to provide follow up information to you or follow up services from our associates.