



The following document is a sample-only Privacy Statement to be used by real estate agents and property managers and provided to prospective tenants in conjunction with their application form. It has been drafted to fulfil Privacy legislation requirements concerning the National Tenancy Database. Please ensure that legal advice is sought when preparing final documentation for use by your agency. The ntd Disclosure Statement (on following page) will then form part of the final document.

## Tenant Privacy Statement

**All property managers must ensure that you fully understand the National Privacy Principles and the manner in which your private information may be used in order to fulfil their role as professional property managers. Please take the time to read this Privacy Statement carefully and once completed, return it to this office with your tenancy application.**

As professional property managers, [insert real estate agent company name here] collects personal information about you.

You can ask to access the information the real estate agent holds about you, by contacting the office of [insert real estate agent company name here] via:

Telephone:

Facsimile:

Email:

In person:

Visit website:

### Collection and disclosure of personal information

As professional property managers, we collect your personal information to assess the risk in providing you with the lease/tenancy of the premises you have requested and for the ongoing management of your tenancy agreement.

To carry out this role when processing your application, during the term of your tenancy and for some time thereafter, we are often required to disclose your personal information to one or more of the following:

- > The landlord
- > The landlord's lawyers, mortgagee or insurer
- > Referees you have nominated
- > Organisations or trades people required to carry out maintenance to the premises
- > Rental bond authorities or rent bond insurance providers
- > Residential Tenancy Tribunals & courts
- > Mercantile agents
- > National Tenancy Database (ntd) a division of Veda Advantage Information Services and Solutions Limited ABN 26 000 602 862
- > Other real estate agents & landlords

If your personal information is not provided to us and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease/tenancy of the premises.

We request that you please sign below to acknowledge that you fully understand the National Privacy Principles and the manner in which your private information may be used.

NAME:  
.....

SIGNATURE:  
.....

DATE:  
.....

This document is a subsection to be contained in the overall Tenant Privacy Statement. To be provided to prospective tenants in conjunction with their application form. Please ensure you receive a signed copy for your records before using ntd's services.

## ntd Disclosure Statement

You can contact **National Tenancy Database** and ask for access to any of your personal information stored on the database by writing to us at:

Postal Address: GPO BOX 13294, George Street, Brisbane QLD 4003

Email: info@ntd.net.au

Fax: 07 3009 0619

Telephone: 1300 563 826

For further information about ntd and ntd's Privacy Policy, visit our website: [www.ntd.net.au](http://www.ntd.net.au)

Please note, when requesting a copy of the personal information we hold about you, proof of identity will be required e.g. Australian driver's licence, passport etc.

We collect the following information in accordance with the NPPs for the purpose of operating a tenancy database for risk management and risk assessment purposes and for identity verification. Generally, this information is collected from our members.

- > Full name, date of birth, gender and driver's licence number, occupation
- > Current and previous rental addresses
- > Contact details (phone, fax and email)
- > Details of rental history

Generally, personal information is used and disclosed for the purposes for which it was collected. The purposes for which we collect your personal information are:

- > Provision of a database for the use of property managers, and real estate agents for risk assessment and risk management purposes
- > Provision of information to third parties with regard to your tenancy including but not limited to your landlord, your landlord's mortgagee or insurer, residential tenancy tribunals and courts, rental bond boards, mercantile agents, related corporate entities, Government agencies and departments and, in the case of commercial leases, to credit bureaus

In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

If your personal information is not provided to ntd, the real estate agent/property manager will **not** be able to carry out their professional responsibilities and may not be able to provide you with a lease/tenancy of the premises.

By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

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NAME:

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SIGNATURE:

DATE: