

# Overview

Argus Property Partners Pty Ltd (ACN 133 408 723) and its subsidiaries (collectively, “Argus”, “us” or “we”) understand that your privacy is important to you.

Argus Property Partners Pty Ltd and Argus Partners Managed Investments Limited (“Company”) are subject to the Australian Privacy Principles contained in the Privacy Act 1988 and the Privacy Amendment (Enhancing Privacy Protection) Act 2012, including the Australian Privacy Principles. The Company has adopted a Privacy Policy which describes how the Company complies with the privacy requirements in protecting personal information the Company holds on individuals.

This document describes how Argus aims to protect the privacy of your personal information in line with the Company’s Privacy Policy, specifically as it relates to the use of the Company’s website. Personal information is any information that is capable of identifying you as an individual person.

Various privacy laws impact on the way in which we handle your personal information. These laws include Australian Privacy Principles contained in the *Privacy Act 1988 (Cth)*(Privacy Act), the *Privacy Amendment (Notifiable Data Breaches) Act 2017*, as amended from time to time.

These laws and principles regulate, among other things, the way we collect, use, disclose, keep secure, and give you access to your personal information.

The Privacy Policy may be updated from time to time.

## Collection and Use of Personal Information

Where possible, we will collect personal information directly from you and explain to you, in general terms, why we are collecting it and how we will use or disclose it. If we collect personal or sensitive information from someone other than you, where practicable, we will tell you that we have it, who it came from and the circumstances of the collection.

We will only use personal and sensitive information for the purpose for which it was collected. Occasionally the information may be used for another purpose, such as marketing. In these situations, we will only use the information if we have your consent, or if the reason we want to use it is directly related to the purpose for which it was initially collected, or it could be reasonably expected that we would use it for such a purpose.

## How do we collect personal information?

Generally, Argus collects your personal information directly from you through:

- Completion of a subscription form or other form, either online or in hard copy; and
- Provision of original, or copies of certified original documentation, whether delivered in person, by post or email.

There may be occasions where Argus collects your personal information from other sources, such as from an information services provider or professional advisors, or authorised representatives, such as executors or administrators, where we are authorised to do so. Generally, Argus will only collect your personal information from sources other than you if it is unreasonable or impracticable to collect your personal information from you.

## Information we can collect from the web

Argus currently operate a website at [www.arguspartners.com.au](http://www.arguspartners.com.au). Our website has the capacity to collect the following types of information for statistical purposes:

- The number of users who visit the website;
- The number of pages viewed; and
- Traffic patterns.

This is anonymous statistical data and we have no ability to identify users or their browsing activities. This data is used only to evaluate our website performance and to improve the content we offer on our website.

Other information, such as browser type, is included in a “cookie” that is sent to your computer when you complete certain tasks on our website. A cookie contains bits of information that enables our website to identify and interact efficiently with your computer. You can configure your computer to accept or reject cookies.

If you contact us via the website, we will collect the email address you nominate and any other identifying information you provide, such as a name or phone number. Please do not give us other personal or sensitive information.

## Security of your personal information

Argus regards the security of your personal information as very important and takes reasonable steps to ensure the personal information it holds is protected from misuse, interference and loss and from unauthorised access, modification or disclosure. Argus holds personal information in both hard copy and electronic forms in secure databases on secure premises, accessible only by authorised personnel. Argus has a number of physical and electronic protection measures in place, including:

- Confidentiality requirements for employees;
- Confidentiality statements on all outgoing email correspondence;
- Document storage security measures; and
- Security measures for systems of access including encryption, firewall, site monitoring and intrusions detection.

However, Argus cannot guarantee the security of personal information provided to us by way of email, nor can it guarantee the safe delivery of personal information via the post.

Argus will destroy personal information in circumstances where it is no longer required, unless Argus is otherwise required or authorised to retain the information.

## Access to your personal information

Argus takes reasonable steps to ensure the personal information it holds is accurate, up-to-date, complete, relevant and not misleading. Under the Privacy Act, you have a right to access and seek correction of your personal information that Argus collects and holds. To obtain access to your personal information:

- You will need to provide proof of your identity. This is necessary to ensure that personal information is provided only to the correct individuals and that the privacy of others is protected; and
- Argus will request that you be reasonably specific about the information you require.

If at any time you would like to access or correct your personal information that Argus holds about you, please contact us on the details below.

## How to contact us

For further information, enquiries, requests or complaints regarding your personal information, or if you would like to opt-out of receiving any promotional or marketing communications, please contact:

Argus Property Partners Pty Ltd (ACN 133 408 723)  
Level 1, 156 Gloucester Street  
The Rocks NSW 2000

GPO Box 2766  
Sydney NSW 2001

Phone: 61 2 8123 1111  
Email: [info@arguspartners.com.au](mailto:info@arguspartners.com.au)