

Privacy and Disclaimer

Privacy

We recognise the importance of protecting the privacy of information collected about visitors to our sites, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which your personal information, obtained through the web site, will be dealt with. This Privacy Policy should be reviewed periodically so that you are updated on any changes.

Your Personal Information

Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in any way that is inconsistent with applicable privacy laws in Australia.

How We Collect Personal Information

In the course of providing our services, we collect personal information in a variety of ways. For example, information is collected when you:

- ask to be placed on one of our mailing lists,
- apply for a job with us,
- make an enquiry about our services,
- visit our web site, or
- become a client or debtor of the company.
- Information provided by you
- You provide most of the personal information directly to us and for a specific purpose.

Online Forms

When submitting information on our site for the purposes of an enquiry, we will collect details such as your name, e-mail address and some details of your personal interests and needs. Some of this information is essential for us to be able to identify accurately who is using the service so that we may be able to respond to your requests and as such, is indicated by mandatory fields. Mandatory information requirements are clearly identified and are denoted by an asterisk (*). You will also be prompted when submitting a form if mandatory data has not been completed.

Other types of information, such as your age and gender, are collected to help us profile who is using the services and what their interests are. Information of this type is optional.

Generally, you may be asked to provide personally identifiable information when you:

- Send us your comments or suggestions
- Create a link to Marina J Kelly Property Management & Consultancy
- Register for Marina J Kelly Property Management & Consultancy
- Subscribe to Marina J Kelly Property Management & Consultancy publications
- Request sales and advertising information and/or
- Submit an enquiry.

Cookies

This website uses cookies. Cookies are pieces of information that a website can transfer to an individual's computer hard drive for tracking site usage, user navigation and customising site information to further improve and enhance the user experience.

Most internet browsers are pre-set to accept cookies. However, if you are concerned about the use of cookies you do have the option to opt out and refuse the transfer of cookies to your computer's hard drive. If you prefer not to receive cookies, you can adjust your internet browser to refuse cookies or to warn you when cookies are being used. Please contact the company which produces your browser if you need help.

How We Use the Information We Collect

Personal information that visitors submit to our sites is used only for the purpose for which it is submitted unless we disclose other uses in this Internet Privacy Policy or at the time of collection. Copies of correspondence sent from the web site, that may contain personal information, are stored as archives for record-keeping and back-up purposes only. You should be aware that we, and those authorised may use your email address to contact you in the future. We will not sell or pass on your details to third parties.

Use of the Information for a Secondary Purpose

We may sometimes use the personal information we collect for a secondary purpose, that is, for use in a way different from the original reason for collection. We will only do this in the following circumstances:

- where you have consented,
- where the secondary purpose is directly related to the primary purpose, and you would reasonably expect us to use or disclose the information in such a way, or
- where we are permitted or required by law, or it is in the interests of public safety to do so.

Correcting Information

You can also request that information about you be corrected or deleted. This is part of our commitment to take all reasonable steps to ensure that the information we hold about you is accurate, complete and up-to-date.

Disclosure

You should be aware that we may use your email address to contact you in the future. We may share your contact details with third party advertisers who may contact you regarding the marketing of your property, unless you explicitly advise us not to do so.

Security

We strive to ensure the security, integrity and privacy of personal information submitted to our site. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from our online products and services. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems.

In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

Links to Other Sites

We provide links to Web sites outside of our web site, as well as to third party Web sites. These linked sites are not under our control, and we cannot accept responsibility for the conduct of companies linked to our website. Before disclosing your personal information on any other website, we advise you to examine the terms and conditions of using that Web sites and its privacy statement.

Further Privacy Information

For more information about privacy issues in Australia and protecting your privacy, visit the [Australian Federal Privacy Commissioner's website](http://www.privacy.gov.au/) <<http://www.privacy.gov.au/>>.

Disclaimer

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Personal Information

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Changes and Termination

Marina J. Kelly Property Management & Consultancy reserves the right to revise the content of, amend links from, or withdraw access to the Web Site at any time without notice or liability to you. Your ability to access the Web Site or to participate in any features of the Web Site, may be terminated at any time without notice, and without any liability to you. Any limitations on **Marina J. Kelly Property Management & Consultancy** liability will survive such termination.

Complaints

If you believe that **Marina J. Kelly Property Management & Consultancy** has breached your privacy rights in any way or you wish to discuss any issues about **Marina J. Kelly Property Management & Consultancy** Privacy Policy, you can contact the Privacy Officer who will try and satisfy any questions and correct any errors on **Marina J. Kelly Property Management & Consultancy's** part.

Please email: rentals@marinajkelly.com.au Attn: Privacy Officer

Phone: 0412 514 260

Miscellaneous

A right relating to these Terms and Conditions may only be waived by **Marina J. Kelly Property Management & Consultancy** in writing. These Terms and Conditions are governed by and construed in accordance with the laws of South Australia, Australia. By using the Web Site you irrevocably and unconditionally submit to the non-exclusive jurisdiction of the courts of South Australia. If any provision of these Terms and Conditions are found to be invalid or unenforceable by a Court of Law, such invalidity or unenforceability will not affect the remaining provisions, which will continue in full force and effect. **Marina J. Kelly Property Management & Consultancy** failure to exercise or enforce any rights or any provision of these Terms and Conditions will not constitute a waiver of such right or provision unless acknowledged and agreed to by **Marina J. Kelly Property Management & Consultancy**.