

## Privacy Policy

At Structure Building Management, we respect our client's privacy and implement all reasonable measures to safeguard any personal information entrusted to us.

Structure Building Management are required to maintain and collect information as regulated and governed by the following legislation:

- a. Strata Schemes Management Act 2015 (NSW);
- b. Strata Scheme Management Regulation 2016 (NSW);
- c. Community Land Management Act 2021 (NSW);
- d. Property Stock and Business Agents Act 2002 (NSW);
- e. Property Stock and Business Agents Regulations 2014 (NSW);
- f. Privacy Amendment (Notifiable Data Breaches) Act 2017.

Our privacy principles apply primarily to the following areas:

### Collection

Structure Building Management only collect and store an individual's personal information that is required by legislation and necessary to undertake our duties as building managers on behalf of schemes under management.

### Use and disclosure

We do not use or disclose personal information about an individual for any purpose other than the primary purpose for which the collection of the information pertained, unless the individual would reasonably expect Structure Building Management to use or disclose the information for another purpose.

Structure Building Management will not release any personal information to a third party, unless it is under the following circumstances:

1. direct instructions from the individual;
2. as required by our statutory obligations as building managers;
3. to fulfill legal obligation to make repairs to the common property; or
4. via legal instructions or orders.

To maintain security, Structure Building Management implement a high level of up-to-date computer security around our IT infrastructure including multi factor authorisation, firewalls, anti-virus & anti-spam soft/hardware.

### Email Policy

Any email or attachments are proprietary and confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily reflect or represent those of Structure Building Management.

