

## **APPLICATIONS FOR TENANCY AND PRIVACY ACT COLLECTION NOTICE**

In accordance with the Privacy Laws, all property managers of LMHS must comply with the State Privacy Principles and Laws; in the manner in which we must use your private information in order to carry out our role as professional property managers. Privacy Statements will be added to relevant documents carefully, and once completed, return it to this office with your AHA application.

As property managers, LMHS Affordable Housing Association collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

- Website: [www.lmhs.com](http://www.lmhs.com)
- Contacting the relevant staff member of the Program: AHA Property Manager, P.O. Box 212, Bendigo 3552.

### **PRIMARY PURPOSE**

As property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy / premise you have requested, to ascertain;

- the listed Applicant's identity
- to process and evaluate the application
- to manager the tenancy for LMHS AHA
- assess if the risk is considered acceptable

To carry out this role, and during the term of your tenancy, we disclose your personal information to:

1. The Landlord – LMHS
2. The Landlord's lawyers
3. The Landlord's mortgagee
4. Referees you have nominated
5. Organisations / Trades people required to carry out maintenance to the premises
6. Rental Bond Authorities
7. Residential Tenancy Tribunals / Courts
8. Collection Agents
9. Office of Housing
10. Relevant Information held on Tenancy Property Data base companies may also be disclosed to LMHS

### **SECONDARY PURPOSES**

We also collect your personal information to:

1. Enable us, to prepare the lease / tenancy documents of the property
2. Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises
3. Pay / release rental bonds to / from Rental Bond Authorities (where applicable).
4. Refer to Tribunals, Courts and Statutory Authorities (where necessary)
5. Refer to Collection Agents / Lawyers (where default / enforcement action is required).
6. Financial Institutions
7. Government and Statutory Bodies
8. Body Corporates (if applicable).
9. Other Real Estate Agents both existing and potential
10. Provide confirmation details for organisations contacting us on your behalf i.e. Banks, Utilities (Gas, Electricity, Water, phone), Employers etc.
11. To provide non - identifying data to the Office of Housing, Victorian Government.
12. To use non-identifying data for research by LMHS to improve our servicing and products.
13. By use of the internet or otherwise, to other parties, including media organisations

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 LMHS AHA, or carry out our duties / requirements as property managers.

This privacy policy can be viewed on the LMHS website: [www.lmhs.com.au](http://www.lmhs.com.au) or follow the links →AHA →Policy on Line.

The Property Manager will only disclose information in this way to other parties to achieve the purposes specified above or as otherwise allowed under the Privacy Act.

If the Applicant would like to access this information they can do so by contacting LMHS AHA, P.O.Box 212, Bendigo 3552. The Tenant or Prospective tenant can also correct this information if it is inaccurate, incomplete or out of date.

If the information requested is not provided, the LMHS Affordable Housing Association may not be able to process the application.

*Loddon Mallee Housing Services Affordable Housing Association*