

Email Policy

At Bright & Duggan, we respect our client's privacy and implement all reasonable measures to safeguard any personal information entrusted to us.

Bright & Duggan 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 1989* (NSW);
- d. *Property Stock and Business Agents Act 2002* (NSW);
- e. *Property Stock and Business Agents Regulations 2003* (NSW);
- f. *Privacy Amendment (Notifiable Data Breaches) Act 2017*.

Our privacy principles apply primarily to the following areas:

Collection

Bright & Duggan only collect and store an individual's personal information that is required by legislation and necessary to undertake our duties as strata managing agents 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 Bright & Duggan to use or disclose the information for another purpose.

Bright & Duggan 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 strata managing agents;
3. to fulfill legal obligation to make repairs to the common property; or
4. via legal instructions or orders.

To maintain security, Bright & Duggan implement a high level of up-to-date computer security around our IT infrastructure including firewalls, anti-virus & anti-spam soft/hardware.

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Any email or attachments are the 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 Bright & Duggan.

If you receive an email in error, please let us know immediately by reply email and delete it from your system. You may not use, disseminate, distribute, or copy this message nor disclose its contents to anyone.

If you believe there has been a breach of your private information held by Bright & Duggan, please contact customercare@bright-duggan.com.au or on (02) 9902 7100.