

Privacy Collection Statement – General Enquiries (Indi Properties)

Collection Notice Statement - General Enquiries (Indi Properties)

The Indi properties are managed by a group of companies including Essence Communities Pty Ltd (ACN 639543740) and its related bodies corporate (collectively, **Essence**) as agents of the property owners, being entities within the Investa group (**Owners**).

Essence is committed to protecting the privacy of individuals and their personal information (as defined in the *Privacy Act 1988* (Cth) (**Australian Privacy Act**) or the New Zealand Privacy Act 2020 (**NZ Privacy Act**), together the **Privacy Law**, in respect of individuals within Australia or New Zealand, as the case may be) or personal data (as defined in the *General Data Protection Regulation* (**GDPR**) in respect of individuals in the EU).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information or personal data provided to Essence.

You understand that:

1. Essence is the party who is collecting your personal information or personal data. You can contact us by email at info@essencecommunities.com.au, or alternatively you can write to us at GPO Box 2481, Brisbane, Qld, 4001 Australia.
2. Essence will collect your personal information or personal data directly from you (including any unsolicited information or data you may provide in the body of your enquiry, application or otherwise).
3. In certain circumstances, Essence may be required to collect personal information or personal data from third parties, depending on the nature of your enquiry or application. By submitting your application as part of the leasing process, you authorise, and agree to provide any necessary authorisation to, your current and/or previous landlord(s), letting agent(s) and/or employer(s) to release all your information to Essence for reference checking purposes.
4. The purposes of Essence collecting and using your personal information or personal data includes but is not limited to:
 - a. processing and recording any enquiry you submit;
 - b. processing and recording any application you submit;
 - c. contacting you and requesting or providing you with information in connection with your enquiry or application;
 - d. arranging an inspection of the relevant Indi property by you;
 - e. providing you with marketing materials and/or communications in connection with the Indi properties, including without limitation events, activities or services applicable to the Indi properties, which we consider may be of interest to you;
 - f. processing rent payments and any other payments and charges in connection with your residence or other events, activities, services or bookings concerning or associated with the Indi properties;
 - g. providing you with communications or notices in connection with your residence or the Indi properties;
 - h. dealing with any maintenance or other requests in connection with your residence or the Indi properties;
 - i. assisting you in the case of any injury or emergency in connection with us or that occurs on premises that we manage;
 - j. ensuring your safety when on premises that we manage and verifying any instances of breach of residency rules, the applicable law or complaints by way of video recording and image capture,
 - k. dealing with any incident, injury, emergency or instance of breach of residency rules, the applicable law or complaint,

and you agree to your personal information or personal data being collected and used for, and in connection with, these purposes and any other purpose described in the applicable Privacy Policy.

5. If we do not collect this personal information or personal data in connection with the purposes in paragraph 4, then we may be unable to process your enquiry or application, supply you with

information in relation to your enquiry or application or otherwise assist you with your application to reside at the relevant Indi property.

6. We may disclose your person information or personal data to the following classes of people and organisations for the purposes described in paragraph 4:
 - a. us, our personnel and related entities;
 - b. the Owners, Indi Management Services Pty Ltd, Investa Management Holdings Pty Ltd and their related and associated entities (who will handle your personal information in accordance with their Privacy Policy (available at <https://www.indi.com.au/privacy-policy>), and any other investors in the Indi properties;
 - c. our third party service providers (including, without limitation, payment processing providers, and providers of IT, caretaker, cleaning, security, maintenance and utilities services);
 - d. law enforcement, or medical or health service providers that are required to assist you in the case of a medical or public health emergency;
 - e. third parties who assist us with the marketing process and any other organisation set out in our Privacy Policy;
 - f. your current and/or previous landlord(s), letting agent(s) and/or employer(s) for the purposes of conducting a reference check and verifying your employment and residential letting history; and
 - g. other disclosures as required by law or as permitted by the Privacy Act.

7. It is possible that some of the information collected may be disclosed to Essence's related bodies corporate or service providers outside of Australia or New Zealand, as the case may be, which may include United States of America and United Kingdom. You consent to your information being disclosed to a destination outside Australia or New Zealand (whichever applies) for this purpose, and you understand and acknowledge that either the Australian Privacy Principle 8.1 or the NZ Privacy Act will not apply to such disclosures of your personal information or personal data outside of the relevant jurisdiction.

8. Our Privacy Policy sets out the process as to how you can access and correct any of your personal information or personal data collected as well as to how you can make a complaint if you believe that Essence has breached the Privacy Law in the handling of your personal information or personal data. The applicable Privacy Policy is available at [Essence Communities Privacy Policy webpage](#), or you can request a copy from Essence at the contact details in item 1 above.