

Privacy Policy

Adopted on **15 July 2016**

Reviewed on **18 May 2017**

Version 1.1



1. Your Privacy

At Propertylink we appreciate and respect the importance of protecting privacy.

We have prepared this Privacy Policy to explain how we handle personal information, and your privacy rights as an individual.

We are subject to the Privacy Act (including the Australian Privacy Principles) and other laws which protect your privacy. In some cases, exemptions under these laws may apply, in which case we may rely on those exemptions despite this policy. For example, the Privacy Act includes an exemption for some employee records.

2. About Us

Propertylink Group (“Propertylink” or “we”/“us”) is a listed stapled entity, comprising Propertylink Australian Industrial Partnership Trust and Propertylink Holdings Limited and their controlled entities.

We are a managed property and funds management group whose business activities include:

- purchasing, managing, refurbishing, leasing, developing and selling industrial, logistic, business park and commercial properties;
- operating a real estate investment trust;
- operating a funds management business including management of a number of wholesale property trusts.

3. Information Collected

We collect personal information about individuals we have dealings with, including our customers, suppliers, investors, tenants, occupants, business partners and their (and our) staff and representatives.

The types of personal information we collect include current and historical information about your name, contact details, identification, organisation, employment, positions held, forms submitted, payment details, interests, preferences, opinions and enquiry/complaint details. We also collect personal information about your dealings with us, including from any contact we have with you by telephone, online and other electronic communications.

If you apply to or do invest in Propertylink, we may collect information you submit to us or our share registry service provider through subscription agreements and other related documents and forms. For example, we may collect information about the number of shares you hold or seek, any power of attorney you grant, your shareholder reference number or holder identification number and your tax file number if you choose to provide it.

4. Collection methods

We collect personal information from you directly and from our share registry service provider, Computershare. Please visit www.computershare.com.au for details of Computershare’s privacy policy.

We may also collect personal information from other sources including public sources (e.g. information published online), our related companies, your organisation, your representatives (e.g. your broker), information service providers and the parties with whom we exchange information as described here.

Like many other websites, our websites may use 'cookies' from time to time. A cookie is a piece of information that allows our system to identify and interact more effectively with your browser. The cookie helps us to maintain the continuity of your browsing session and remember your details and preferences when you return. You can configure your web browser software to reject cookies however some parts of our websites may not have full functionality in that case. See www.allaboutcookies.org for instructions on deleting and rejecting cookies for many common browsers.

Our websites may use Google services such as Google Analytics from time to time. For more about how Google collects and processes data, please see Google's privacy policy and their information at www.google.com/policies/privacy/partners/

5. Use and disclosure of information

We collect, hold, use and disclose personal information to conduct our business activities, comply with our legal obligations and as otherwise permitted by law. This includes assessing your applications (e.g. for investments or employment), providing and administering our services, identifying you, maintaining and updating our records, protecting our lawful interests, facilitating acquisitions and potential acquisitions of our business and communicating and managing our relationship with you.

We may not be able to do these things without your personal information. For example, we may not be able to communicate with you.

We are required to make limited shareholder details available to members of the public on request.

We may also exchange your personal information with our related bodies corporate, your and our representatives, regulatory authorities, the ASX and our service providers. Our service providers include our share registry Computershare and providers of archival, auditing, accounting, legal, business consulting, banking, payment, mailing, data processing, data analysis, document management, information broking, research, investigation, insurance, website and technology services.

In relation to staff and job applicants, we may exchange personal information with academic institutions, recruiters, screening check providers, health service providers, professional and trade associations, law enforcement agencies, referees and your current, previous and prospective employers.

6. Security

We implement a range of measures to protect the security of personal information, including – depending on the circumstances – electronic access controls, premises security and network firewalls. We hold personal information electronically and in hard copy form, both at our own premises and with the assistance of our service providers.

7. Accessing and updating your information

You can contact us as set out below to make a request to access or correct any personal information we may hold about you. We may need to verify your identity. Please provide as much detail as you can about the particular information you seek, in order to help us locate it. We will provide our reasons if we deny any request for access to or correction of personal information. Where we decide not to make a requested correction to your personal information and you disagree, you may ask us to make a note of your requested correction with the information.

8. Your privacy concerns

You can contact us as set out below if you have any concerns about our handling of your personal information. We will respond to let you know who will be handling your matter and when you can expect a further response. We may request additional details from you regarding your concerns, and may need to engage or consult with other parties in order to investigate and deal with your issue. We will keep records of your request and any resolution.

For information about privacy generally, or if your concerns are not resolved to your satisfaction, you may contact the Office of the Australian Information Commissioner at www.oaic.gov.au and on 1300 363 992.

9. Contact us

Contact: Privacy Officer
Address: Level 29, 20 Bond Street, Sydney NSW 2000
Email: Info@propertylink.com.au
Phone: (02) 9186 4700

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