



Privacy Notice and Consent Policy

Privacy

Foresight Business Sales Australia Pty Ltd (ACN 138 766 793) is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). This document sets out Foresight Business Sales Australia Pty Ltd full Privacy Policy, which contains information about how you can complain about any breach by Foresight Business Sales or its agents and sales representatives of the APPs or an applicable APP Code.

Information Collection, Use and Disclosure

During the course of your involvement with Foresight Business Sales (including agents and representatives), we may collect, use or disclose business and personal information about you for the following purposes:

- Assisting you to sell your business/property,
- Assisting you to purchase a business/property;
- Assisting you to lease a property (either as lessor or lessee);
- Assisting you to obtain finance or dealing with a buyer's lender / financier for the purpose of facilitating an approval for the buyer;
- Assisting you with seeking independent legal and financial advice;
- Recording or requesting/accessing information from your Accountant, Solicitor or Financial Institution;
- Recording or accessing information from information services or databases;
- Client and business Relationship Management (CRM) data storage;
- Marketing your business/property for sale;
- Disclosing business and personal information/records to buyers (as is necessary) once a Confidentiality Agreement is completed; and

- Any further information which is written on the Privacy Notice and Consent Form

The types of business and personal information we may collect, use or disclose about you and your business includes but is not limited to:

Personal:

- Your full name, your date of birth, your residential address, your postal address, your email address, your home telephone number, your work telephone number, your mobile telephone number, your occupation and business address, financial information including details of your employer, income, name of bank or financial institution, details of your spouse, de facto, partner, details of properties owned by you, any further information which is written on the Privacy Notice and Consent Form.

Business:

- Your full business trading name/s and registration details, full names of directors/shareholders/beneficiaries/or trustees, your business address, your postal address, your business email address, your business telephone number, your business mobile telephone number, your trading occupation and activities, financial information including details of your suppliers, terms of trade, income (Profit & Loss trading statements/Balance Sheet), name of bank or financial institution, business accounting systems (MYOB/Xero/Reckon/Quick Books etc), ATO statements (BAS/Tax returns), details of your landlord, lease documentation, lease amendments and annexure documents, employment information, full business assets required to operate the business (Plant & Equipment/Fixtures and Fittings), details of all licences and agreements required to operate the business, and any further information which is written on the Privacy Notice and Consent Form.

In order to provide products and services to you, we may disclose your business and personal information to the persons/organisations described below:

- In the event that you are a seller, we may disclose your business and personal information to prospective buyers of the business or property owned or leased by you;
- In the event that you are a buyer, we may disclose your business and personal information to the sellers of the property you are purchasing or leasing;
- Your legal advisor(s) and the legal advisor(s) representing the other party(s) involved in your transaction;
- Your financial institution and/or financial advisor;
- Insurance providers and brokers;
- Utility providers and utility connection service providers; and

- 3rd Parties who are legitimately connected with the sale or purchase of your business/property.
- Persons or organisations involved in providing, managing or administering your business or property including independent contractors engaged by us as business brokers/real estate agents;
- Organisations involved in maintaining, reviewing and developing our business systems, procedures and infrastructure including maintaining or upgrading our computer systems;
- Persons or organisations involved in purchasing part or all of our business;
- Our related companies;
- Organisations involved in the payments systems including financial institutions, merchants and payment organisations;
- The Titles Registry Office or other government agencies;
- Police;
- Real estate websites; for example foresightbusiness.com.au and 3rd Party websites
- Real estate/business broking peak bodies;
- Any further information which is written on the Privacy Notice and Consent Form

Whenever it is reasonable or practicable to do so, we will collect your business and personal information directly from you. Sometimes it will be necessary for us to collect information from a third party or a publicly available source, such as your accountant, your legal adviser, your past or current landlord, your previous lessors or property managers, and information services or databases.

In the course of providing services to you, it may be necessary for us to enter your business and personal information into forms generation software and real estate websites. Depending on the terms of use of such software and websites, a third party may acquire rights to use or disclose information entered into the relevant forms or websites, such as REIQ Realworks.

We may disclose your business and personal information to recipients within Australia or to overseas recipients. Should information be required to be sent interstate or overseas, we will take steps to protect the privacy of your information.

We need your permission to collect, use and disclose your business and personal information, and we therefore ask that you sign the consent on the first page of this document to indicate your consent.

In the event that you do not consent to Foresight Business Sales (agents and representatives) collecting and releasing your business and personal information as described above, we may be unable to provide the services requested by you.

Access to and correction of business and personal information

You have the right to request access to your information and to request that Foresight Business Sales update or correct your business and personal information. A charge may apply for providing access to your information.

To request information on your business and personal information from Foresight Business Sales, we will require a written request in the form of a letter or email. This letter must contain your full business name, personal name, address and signature. Upon receiving this request, Foresight Business Sales will send the information within seven working days of receiving the request. If you would prefer to collect the information, it will be available after seven days of your request. If there is a difference between the current address and the one we hold on file, identification must be provided with the current address.

If there is incorrect information held by our office, please advise us in writing and we will amend our records within 7 working days of receiving the amendment. Once we have altered our information, we will send you a copy of the corrected information within 7 working days of the amendment taking affect.

Contacting Us

You may contact Foresight Business Sales and/or its agents/representatives by visiting our website and contacting the relevant agent/representative's details as follows:

Web:

<http://foresightbusiness.com.au/contact-us/>

Write to:

Foresight Business Sales Australia Pty Ltd
PO Box 1888
Hervey Bay Qld 4655

Or email:

support@foresightbusiness.com.au