

Privacy Policy

Motordrives Australia Pty Ltd ACN 133 303 385 (“**Motordrives**”) is bound by the Privacy Act 1988 (Cth) (“**Act**”), which sets out a number of principles concerning the privacy of individuals.

This Privacy Policy explains in general terms how Motordrives handles your personal information.

By visiting the website www.factoryforlease.com.au (“**Website**”) using any of Motordrives services or otherwise providing us with your personal information (or authorising it to be provided to us by someone else), you agree to your personal information being collected and handled as set out in this Privacy Policy.

Collection of your personal information

There are many aspects of the Website which can be viewed without providing personal information, however, for some website features you are required to submit personally identifiable information.

We do not collect sensitive information as defined under the Act, such as racial or ethnicity information, political opinions or associations, criminal records or health information.

We may collect personal information about you directly when you deal with us over the telephone, send us correspondence (whether by letter, fax or email), have contact with us in person, visit our websites or complete hard copy or online forms.

There are also circumstances where we may collect Personal Information about you from someone else, such as publicly available information and databases or anyone you have authorised to deal with us on your behalf.

Depending on the type of service you have requested, we may also seek to collect information about someone else from you (for example, contact details of your solicitor, emergency contact person or tenant). However, you must not provide us with personal information about another person unless you have clear consent from that person to do so, told them that their personal information will be handled in accordance with this Privacy Policy and directed them to where they can find it.

Regardless of how it is collected, we handle personal information in accordance with this Privacy Policy.

Sharing of your personal information

We may occasionally hire other companies to provide services on our behalf, including but not limited to handling customer support enquiries. Those companies will be permitted to obtain only the personal information they need to deliver the services. Motordrives takes reasonable steps to ensure that these organisations are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

Use of your personal information

From time to time, we may use customer information for new, unanticipated uses not previously disclosed in our Privacy Policy. If our information practices change at some time in the future only data collected from the time of the policy change forward will adhere to our updated practices.

We may disclose your Personal Information to third parties as may be necessary for any of the purposes stated in the below section

Why we collect, hold and use Personal Information

We generally collect, hold and use your personal information for the purposes for which it is provided to us (which will usually be obvious at the time of collection), related purposes or as permitted or required by law. Such purposes may include:

- administration of our business, such as collection of overdue commissions or outstanding fees;
- responding to client enquiries and communicating with you from time to time to maintain contact and keep you updated on the services you have requested;
- forecasting future needs of our services and general quality assurance and training purposes;
- engaging in legal proceedings and/or enforcing judgments and/or orders;
- complying with the applicable legal or regulatory requirements and/or orders of competent authorities;
- providing you with promotional and marketing information, including market research reports, newsletters, event invitations and/or property market information relating to our products and services which we think may be of interest to you; and
- any other purpose identified at the time of collecting your personal information.

Disclosure of Personal Information

Our websites may contain links to the websites of other parties. If you click on such links, you will be transferred to the websites of third parties. We have no control over, and are not responsible for, the privacy practices of these parties. You should read the privacy policy of these parties to find out how they handle your personal information when you visit their websites.

Changes to this Privacy Policy

Motordrives reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the Website.

Accessing your personal information

You have a right to access your personal information, subject to exceptions allowed by law. If you would like to do so, please let us know. You may be required to put your request in writing for

security reasons. Motordrives reserves the right to charge a fee for searching for, and providing access to, your information on a per request basis.

Contacting us

If you have any questions about this Privacy Policy and would like further information, please contact us by any of the following means during business hours Monday to Friday.

Call: 03 9558 8433

Post: Attn: Privacy Policy,
Motordrives Australia Pty Ltd

3/18-24 Ricketts Road
Mount Waverley VIC AUSTRALIA