

Website Privacy Policy

We are Australian Property Institute (ABN 49 007 505 866)
Western Australian Division, 27 Charles Street, SOUTH PERTH WA 6151

We respect and protect your privacy

Thank you for visiting the Australian Property Institute (WA Division) web site and reviewing our privacy policy. We have created this Privacy Policy in order to demonstrate our firm commitment to your privacy.

The following policy sets out our web site policies for the gathering of information and our approach to the dissemination of such information for the website <http://www.propertyinstitute-wa.com> (Site). If you wish to see our corporate privacy policy it can be accessed on <http://www.propertyinstitute-wa.com>

Your access and use of this Site is conditional on your acceptance of this Privacy Policy. Your continued use of this Site indicates your consent to the collection and use by us of any personal information you provide whilst using the Site, in the manner set out below.

We reserve the right to modify this Privacy Policy at any time. If this Policy is changed, the changes will be posted on the Site and we will not separately notify you of these changes.

What personal information do we collect via the Site?

'Personal information' means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained.

We will only collect personal information about you via this Site if you send us an email via this Site.

If you do nothing during your visit but browse through the website, read the pages or download information then our website will automatically record some information about your visit to the site. The type of information that will be collected includes the type of web browser and operating system that you are using, the date and time of visit to our site and the web pages that you accessed. If you linked to our site from another website then that information will also be recorded. We may use this information for statistical analysis but the system does not record personal information about individuals unless you volunteer it.

What will we tell you when we collect your personal information?

Whenever we collect information from you, we will do everything we can to let you know:

1. how to contact us;
2. why we are collecting the information;
3. the organisation or types of organisations to which we usually disclose that kind of information;

4. if we are required by law to collect the information; and
5. the consequences for you if the information is not provided.

When reasonable and practicable to do so, we will collect personal information directly from you or someone authorised by you such as your referee and not from third parties.

How do we use personal information collected from you?

We will only collect the personal information that we need to deliver and improve the services that we provide. Generally, those services relate to the provision of membership services for the property industry including professional accreditation.

We may use your email address for the purpose for which you provide it. We may also use your email address to confirm receipt of emails sent to us.

We will not use personal information about you for any other purpose, without first obtaining your consent.

Who will see or have access to your personal information?

Unless we are required to provide your personal information to others for purposes of public safety and law enforcement, your information will only be seen or used by persons working at or for API or our contracted service providers.

How do we keep your personal information secure?

We will take reasonable steps to ensure the security of any information you provide to us. Any personal information we collect is stored in a secure environment accessed only by persons working at or for API, and our contracted service providers.

However, the open nature of the Internet is such that information exchanged via the Internet may be accessed and used by people other than those for whom the data is intended. If you send us any information, including your email address, it is sent at your own risk, as it may not necessarily be secure against interception.

Accessing and checking the personal information we hold about you

We will take reasonable steps to ensure that the personal information we collect from or about you is accurate, complete, and up to date whenever it is used, collected or disclosed. You are entitled to access your information if you wish and subject to any legal restrictions we would be happy to advise you what personal information we hold about you if you request this.

There may be some cost to you to cover the cost of retrieving and processing the information.

We rely on the accuracy of the information you provide to us. If you think that we may hold information about you that is incorrect in any way, please contact us at admin@propertyinstitute-wa.com and we will correct any errors or inaccuracies where required.

If at any time you wish to know what information we are holding about you, you are welcome to request your details by emailing us at admin@propertyinstitute-wa.com

Links to Other Websites

When you leave this Site, you will be going to websites that are beyond our control. These other websites may collect personal information or other information of users. The Privacy Policy for this Site does not apply to any external links or other websites. We encourage you to read the privacy policies of any website you link to from this Site, especially if you share any personal information.

Contacting Us

If you have any comments or suggestions regarding our website or this Privacy Policy, please contact us at admin@propertyinstitute-wa.com