

**HYPERION PROPERTY SYNDICATES LTD**  
**PRIVACY POLICY – INVESTORS**

**Your Privacy is important to us**

**Hyperion is committed to providing the highest levels of service. This includes protecting your privacy.**

**From 21 December 2002, Hyperion is bound by amendments to the Commonwealth Privacy Act 1988, which set out a number of principles concerning the protection of your personal information. This is outlined in our Privacy Policy below.**

*Hyperion's Privacy Policy* sets out important information about privacy protections which we extend to your personal information. It relates to personal information that you provide to us.

Hyperion will update this Privacy Statement as required. For example, as we update and improve our services, modifications may be required. Any changes will be published so that you are always aware of the sort of information we collect, how the information may be used, and under what circumstances it may be disclosed by Hyperion.

Please note that if at any time Hyperion is required by law to release information about you or your organisation, Hyperion must cooperate fully. This Privacy Policy does not apply to acts or practices of Hyperion that are directly related to employee records of current or former employees.

For more detail on Hyperion's approach to privacy generally, please contact Steven Higgins.

**What Personal Information does Hyperion collect?**

1. *Personal Information* is any information or opinion from which an individual's identity may be ascertained. Hyperion only collects information that is necessary to assist us in providing our services.

We do not collect personal information unless we first ask you for it, you provide it to us, or the information is publicly available.

Examples of the types of information we collect include:

- a) Your individual or your entity's identity and contact details;
- b) information as required by taxation law (eg Tax File Number)

**How does Hyperion collect information?**

Hyperion collects information about you (individuals and entities) in a number of different

ways including:

(a) Hyperion collects information from you when you apply for Units in a Property Syndicate in which Hyperion is Trustee or Responsible Entity;

(b) When you buy or sell a Unit in a property syndicate

(c) Hyperion collects information when you make contact with us to enquire about our services.

(d) When you e-mail us:

we will use your e-mail address for the purpose for which you provided it and to raise awareness about recent developments that may be of relevance or interest;

your e-mail address will not be added to a commercially available mailing list; and

we will not disclose it without your consent.

(e) Other personal information collected by us:

will be collected by lawful and fair means;

will be used for a lawful purpose;

will be collected with your consent; and

the purpose for collection should be clear and explicit; and

we ensure that any information collected is collected in accordance with the National Privacy

Principles.

### **What may happen if you do not provide Hyperion with information**

2. If you do not provide us with the information we request, our ability to provide our high standard of service may be compromised.

- Hyperion may be unable to provide certain services or information to the individual concerned;

- The provision of (some of) Hyperion's services to the individual may be delayed; and/or

- In certain circumstances failure to provide some information may result in documents being submitted to the ATO.

### **Why does Hyperion collect the information and how is your information used by R & G Consulting?**

3. Hyperion collects information to provide you with a specific service. We may use the information you

provide to us for a number of purposes such as:

Maintaining Unit Registers

Keeping you informed regarding property financial information

Paying distributions

advising of events, business opportunities and service provision available to them;

Providing you with news and information relevant to you

research and develop our services; and

maintain and develop our business systems and infrastructure.

Your personal information is also collected to promote and market other services which we consider

may be of interest to you. You may notify us at any time that you do not wish to receive marketing or

promotional material by contacting our privacy manager.

4. Hyperion does not collect sensitive information such as an individual's religion; race; political opinion; membership of a political association; religious beliefs or affiliations; sexual preferences or practices; criminal records; or health information. There may be exemptions to this rule, such as where collection is required by law.

### **Disclosure of Personal Information**

5. Hyperion will not sell, exchange, trade or otherwise supply to third parties any personal information obtained from you without your prior consent. When your personal information is no longer used by Hyperion as set out above, we will destroy or permanently de-identify personal information. Our ability to destroy information is limited by legislative requirement to retain records for a period of time.

### **How will Hyperion keep your personal information secure?**

6. Hyperion intends to protect the quality and integrity of personal information kept about you. Hyperion has implemented appropriate industry standard techniques, technological and organisational measures to protect against loss, misuse and/or alteration of the information under our control. These measures include:

- Server Encryption and site monitoring
- Computer Firewalls & intrusion detection
- Computer password authentication
- Offsite data backup
- Audit trail of access to client data
- Confidentiality clauses in employment agreements
- Bound by the Rules of Ethical Conduct
- Computer, Internet and Email Policy
- Building Security
- Restricted access to firm premises
- Unique client identifiers

Hyperion will review security arrangements from time to time as we deem appropriate.

7. We take reasonable steps to ensure that any personal information transmitted via our email server is stored securely. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. While we strive to protect your personal information from misuse, loss and unauthorised access, we cannot guarantee the security of any information you transmit to us or receive from us.

Once we receive your transmission, we make our best effort to ensure its security.

8. Other web sites that may be accessed through our site may collect personally identifiable information

about you. The information practices of those third-party web sites linked to Hyperion are not covered by this privacy statement. Advice about the Internet and personal information can be found on the Privacy Commissioner's web site, [www.privacy.gov.au](http://www.privacy.gov.au).

### **Help us to ensure we hold accurate information**

9. Hyperion takes all reasonable precautions to ensure that the personal information we collect, use and disclose is accurate, complete and up-to-date. However, the accuracy of the information we hold depends to a large extent on the information you provide. You have a right to access your personal information (subject to the Act), subject to some exceptions allowed by law. If you would like to do so, please let us know by contacting your advisor or our Privacy Manager. You may be required to put your request in writing for security reasons. We will not charge you for responding to such a request, unless we incur costs in providing the information.

### **How to contact us**

For any complaints regarding a possible breach of privacy, or if you have any questions or feedback in relation to privacy, contact Steven Higgins our Privacy Manager.

#### Contact Details:

Phone: *(02) 9683 1144*

Facsimile: *(02) 9683 1722*

Email: [info@hyperionproperty.com.au](mailto:info@hyperionproperty.com.au)

Web: [www.hyperionproperty.com.au](http://www.hyperionproperty.com.au)

Address: Level 2 24 Ross Street North Parramatta NSW 2151

Office hours: 8.30 am and 5.30 pm EST, Monday to Friday.

Last updated, 14 June 2010.