



## **Brisbane Airport Corporation (Pty Ltd) and our Leaseholders and Tenants**

When you apply to occupy our commercial and retail premises we will collect your personal information.

### **Information we collect**

As an occupier of a property or premises owned by Brisbane Airport Corporation, we will collect your personal information. This includes your name, postal address and contact details, images and electronic recordings of you, your banking details and tax details (including your ABN or ACN if applicable) and the name, address and contact details of any third party that you have authorised to consult on your behalf, such as an attorney or advisor. This is not an exhaustive list.

### **How we collect your personal information**

We will collect your personal information directly when you contact us or enter our premises.

We may also collect your personal information from an authorised third party such as your attorney or agent, and publicly available sources such as directories.

### **Why we collect your personal information**

We may collect your personal information for a number of purposes including:

- to assess whether or not to enter into a business relationship with you,
- to provide you with services to the premises you occupy,
- to communicate with you about your business relationship with us,
- to conduct routine checks of the premises,
- to process maintenance requests you lodge with us, and answer your enquiries, and
- to keep your contact details up to date, including records of our interactions with you.

If you do not provide your personal information to us, we may not be able to do business with you.

### **Disclosing your information**

We may disclose your information to third parties including information technology suppliers, our communications agencies, mailing and logistics providers, government and regulatory authorities and our professional advisors such as accountants, auditors and lawyers. We ask that these third parties hold, use and disclose your personal information in accordance with the Privacy Act and other relevant laws.

### **How to access or correct your personal information**

You can contact us about your personal information or our privacy policy at [privacy@bne.com.au](mailto:privacy@bne.com.au) or you can visit our website and submit enquiry form at [www.bne.com.au/feedback](http://www.bne.com.au/feedback). For more information see our Privacy Policy.