



# ESTATE CATALOGUES®

ESTATE CATALOGUES  
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This document was created using a Contractology template available at <http://www.freenetlaw.com>.



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## PRIVACY POLICY

### **Privacy Statement**

ESTATE CATALOGUES® understands the importance of National Privacy Principles (Privacy Act 1988) and is committed to ensuring the privacy of personal information.

### **Our primary business function**

ESTATE CATALOGUES® is a personal property inventory and catalogue service principally used as a basis for personal estate management to assist in estate distributions and be used in recording relevant historical information relating to the personal estate. However, it can be used as a cost base register for taxation purposes and brief for insurance and valuation issues when appropriately completed. The collection, management and use of personal information are crucial to the successful running of our business and delivery of service to our Clients.

### **Privacy Management**

We will not disclose the information to anyone other than contractors who provide services to us unless compelled or permitted by law to do so. If we do disclose the information we will make every effort to ensure the information is kept secure.

If you want to know more about our privacy policy and procedures or if you would like access to the information about you, which we hold, please contact us.

### **Security of your personal information**

Your personal information may be stored in hardcopy or electronically. We have security procedures in place to protect your personal information. Any unwanted hardcopy (printed) personal information is disposed of via a professional security shredding/destruction service.

ESTATE CATALOGUES® does not accept responsibility for the security of information while it is being transmitted to or from us over the Internet.