



## YOUR PRIVACY

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**Bric will protect your privacy and we protect the information you provide to us.**

When you apply for a tenancy with us, you are asked to provide personal details, such as

- Your name, date of birth, address and contact phone numbers.
- Income related information e.g. wages, Centrelink payments and other income.

We need these details to assess your housing referral and to manage your tenancy with us.

We will ask you to sign an Information Consent Form so we can check your eligibility for housing with the Department of Housing.

If you apply for a tenancy, we collect information directly from you. However, we may also need to collect information from your employer or Centrelink. In this case, we will obtain your consent.

We will only disclose personal information to third parties where you have given us permission to do so.

The only exceptions to this are when:

- we believe we have a duty of care to disclose
- we are required to as part of a law enforcement process

Your information is kept in secure systems.

These are only accessed by authorised Bric staff.

At any time, you can request to access the information we hold on you.

After your tenancy ceases with us, your tenancy is made inactive immediately in our computer system. We retain your personal information for seven years in our archives.