

# PRIVACY POLICY

## Q1 Brokers

**Licensed Real Estate Agent under the Property Occupations Act 2014 (Qld)**

**Last Updated: May 2026**

At [Q1 Brokers](#), we are committed to protecting the privacy and confidentiality of all individuals who interact with our business, including buyers, sellers, investors, website users, and professional advisors.

This Privacy Policy outlines how Q1 Brokers collects, uses, stores, discloses, and manages personal information in accordance with:

- The **Privacy Act 1988 (Cth)**
- The **Australian Privacy Principles (APPs)**
- The **Property Occupations Act 2014 (Qld)**
- The **Agents Financial Administration Act 2014 (Qld)**
- Other applicable Australian laws and regulations

By accessing our website, submitting an enquiry, signing a Confidentiality Agreement, or engaging our services, you acknowledge that you have read and understood this Privacy Policy.

---

## 1. Collection of Personal Information

Q1 Brokers collects personal information necessary to provide business broking and related services.

### Information We May Collect from Buyers

- Full legal name
- Residential address
- Email address and telephone number
- Identification documents including driver licence or passport
- Company or trust details
- Financial capacity information
- Business interests and acquisition preferences
- Confidentiality Agreement submissions
- Offer to Purchase submissions
- Source of funds information where reasonably required
- Communication records and correspondence

## **Information We May Collect from Sellers**

- Full legal name
- Residential address
- Email address and telephone number
- Business ownership information
- Financial and operational business information
- Lease and landlord details
- Company, trust, or partnership information
- Banking details relating to deposits or settlements
- Communication records and correspondence

## **Information We May Collect from Website Users**

- Website enquiry form submissions
- IP address and browser information
- Website usage data and analytics
- Cookies and session information
- Marketing preferences where consent is provided

We collect personal information directly from you wherever reasonably practicable. In some circumstances, information may also be collected from professional advisors, accountants, solicitors, landlords, public registers, identity verification providers, or other third parties connected to a transaction.

## **2. Purpose of Collecting Personal Information**

Q1 Brokers collects and uses personal information for purposes including:

- Facilitating the sale and purchase of businesses
- Assessing buyer suitability and financial capacity
- Managing Confidentiality Agreements and business information requests
- Communicating with buyers, sellers, landlords, solicitors, accountants, and financiers
- Preparing and administering contracts and transaction documentation
- Conducting identity verification and due diligence procedures
- Maintaining business records and compliance obligations
- Providing marketing communications where consent has been provided
- Improving our website, services, and customer experience
- Protecting confidential business information

We may also use personal information where required or authorised by law.

## **3. Confidential Business Information**

Q1 Brokers acts on behalf of business owners in connection with the confidential sale of businesses.

Buyers may be required to provide identification, financial information, and execute a Confidentiality Agreement before confidential business information is released.

All confidential information provided by Q1 Brokers remains subject to confidentiality obligations and may only be used for the purpose of evaluating a potential business purchase.

Q1 Brokers reserves the right to refuse disclosure of confidential information where adequate verification or due diligence requirements have not been satisfied.

## **4. Identity Verification and Due Diligence**

Q1 Brokers may undertake reasonable identity verification and due diligence procedures to:

- Verify the identity of prospective buyers and sellers
- Confirm authority to act on behalf of companies or trusts
- Assess legitimacy of enquiries and transactions
- Protect vendors and confidential business information
- Reduce the risk of fraud, unlawful conduct, or misleading representations

Failure to provide requested identification or verification information may result in Q1 Brokers refusing to provide further information or services.

## **5. Disclosure of Personal Information**

Q1 Brokers does not sell personal information to third parties.

Personal information may be disclosed where reasonably necessary to:

- Sellers and their professional advisors
- Buyers and their professional advisors
- Solicitors, accountants, financiers, valuers, and landlords
- Franchise groups and managing agents where relevant
- Identity verification providers
- IT service providers and website administrators
- Government authorities, regulators, courts, or law enforcement agencies where required by law

We take reasonable steps to ensure that third parties handling personal information on our behalf maintain appropriate confidentiality and privacy protections.

## **6. Marketing Communications**

Q1 Brokers may send marketing communications relating to:

- Business opportunities
- New listings
- Industry updates
- Investment opportunities
- General business broking information

Marketing communications will only be sent where consent has been provided or where otherwise permitted by law.

You may opt out of marketing communications at any time by:

- Clicking the unsubscribe link in emails
- Contacting us directly at

Opting out of marketing communications does not affect our ability to send important service or transaction related communications.

## **7. Website Cookies and Analytics**

The Q1 Brokers website may use cookies, analytics tools, and related technologies to improve website performance and user experience.

Cookies may collect information including:

- Browser type
- Device information
- Pages visited
- Session duration
- Website interaction data

You may disable cookies through your browser settings, however certain website functionality may be affected.

## **8. Storage and Security of Information**

Q1 Brokers takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure.

Security measures may include:

- Password protected systems
- Restricted staff access
- Secure electronic storage
- Confidential handling procedures
- Secure destruction of records when no longer required

While reasonable steps are taken to protect information, no method of electronic transmission or storage can be guaranteed as completely secure.

## **9. Access and Correction**

You may request access to personal information held by Q1 Brokers and request correction of inaccurate or outdated information.

Requests should be made in writing to:

We may require proof of identity before releasing personal information.

Q1 Brokers reserves the right to refuse access where permitted by law.

## **10. Third Party Websites**

Our website may contain links to third party websites.

Q1 Brokers is not responsible for the privacy practices, content, or security of third party websites. Users access such websites at their own risk.

## **11. No Legal or Financial Advice**

Information provided by Q1 Brokers, including website content, business listings, financial information, and communications, is of a general nature only.

Q1 Brokers does not provide legal, accounting, taxation, or financial advice.

All parties should obtain independent professional advice and conduct their own due diligence before entering into any transaction or relying upon any information provided.

## 12. Limitation of Liability

Q1 Brokers relies upon information supplied by business owners and third parties.

While reasonable care is taken in preparing information and marketing materials, Q1 Brokers does not warrant or guarantee the accuracy, completeness, or reliability of any information provided.

To the maximum extent permitted by law, Q1 Brokers disclaims all liability arising from reliance upon information contained on this website or supplied during the course of any transaction.

All prospective buyers must undertake their own independent investigations and due diligence.

## 13. Privacy Complaints

If you believe your privacy has been breached or your personal information has been mishandled, please contact Q1 Brokers in writing.

### Contact Details

#### Q1 Brokers

Website: [www.Q1brokers.com.au](http://www.Q1brokers.com.au)

Email: [info@Q1brokers.com.au](mailto:info@Q1brokers.com.au)

We will investigate all complaints and respond within a reasonable timeframe.

If you are not satisfied with our response, you may contact the:

### Office of the Australian Information Commissioner (OAIC)

Website: [OAIC](http://OAIC)

Phone: 1300 363 992

## 14. Changes to This Privacy Policy

Q1 Brokers reserves the right to amend this Privacy Policy at any time without notice.

The latest version will always be available on our website at:

[www.q1brokers.com.au](http://www.q1brokers.com.au)