

STONE MANOR

CONTRACTOR FORM

Unit Number: _____

- Residents must complete the form and email to the Estate Manager **five working days prior to commencement** of the work being carried out.
- Any building alterations may only take place between **Monday to Friday between 06h00 – 18h00 and 06h00 – 17h00 on a Saturday.**
- Please note that no external installations may be installed without prior Trustee / Estate Management approval.
- Contractors are required to provide proof of identity when entering the Estate.
- Contractors are not permitted to roam around the Estate.
- All refuse / debris resulting from extensions, alterations or improvements shall be removed by the Resident / Contractor on the same day.
- Please familiarize yourself with the Conduct Rules for Stone Manor Body Corporate.

Resident's Details

Name: _____ Contact Details: _____

Name of contracting Company: _____

Contact Person for the Company: _____ Contact Details: _____

Vehicle Type and Registration Number: _____

Purpose of project: _____

Commencement Date: _____ Expected Completion Date: _____

Which days will the contractor be on site? Please tick below

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Signature of Resident



STONE MANOR

CUSTOMER PRIVACY NOTICE

By signing or submitting this form electronically, you are authorising Micaro Estate Management and Stone Manor Body Corporate, to collect, process and store your personal information in terms of the provisions of The Protection of Personal Information Act for as long as you remain a resident/are an owner at the Estate. The collection, processing and storage of your personal information will be used for the purposes of managing the Estate.

These purposes include, but are not limited to:

1. Contacting you for any/all matters relating to the Estate.
2. Circulating SMS and Email notifications for matters that strictly pertain to the Estate.
3. Sending out contravention notices in the event of any contravention of the Conduct Rules of the Estate.
4. Circulating regular newsletters

Please note that we will share information if we are of the opinion, it is necessary to comply with the law or to protect our interests. We will also use your personal information to comply with any legal and regulatory requirements or industry codes to which we subscribe, or which apply to us, or when it is otherwise allowed by law.

Your information will not be shared with third parties, however we may disclose your personal information to the Service Providers at the Estate who are involved in the delivery of services to you, provided they are able to ensure that they comply with our privacy terms. We will ensure that anyone to whom we pass your personal information onto agrees to treat your information with the same level of protection as we are obliged to.

We provide adequate protection for the personal information we store and have checks in place to stop unauthorised access and use of personal information. We will, on an ongoing basis, continue to review our security controls and related processes to ensure that your personal information is secure.

You have the right to ask us to update, correct or delete your personal information. It must be noted that should you withdraw your consent for us to store your information, we will be unable to render an effective service to you in accordance with our appointment by the Body Corporate.

You have the right to request a copy of the personal information we hold about you. To do this contact us at the numbers/ addresses listed on this document and specify what information you are requesting. We will take all reasonable steps to confirm your identity before providing details of your personal information.

We would appreciate it if you would ensure that your personal information that we store, for the purpose of fulfilling our obligations to the Estate, is current and accurate.

