

## Collection Policy

1. We respect your privacy and the personal information you provide us and we are committed to protecting it. We do not believe any exemptions apply other than in respect of our employee records (s.7B(3) *Privacy Act*).
2. We collect personal information from you when you use our services, ask to be included on a mailing list or submit the information to us for any other reason connected with our business. If you do not provide the personal information we require it may not be possible to provide you with our services, products or facilities. In limited circumstances we may collect personal information about you from third parties.
3. We may collect personal information from you if authorised or required to do so by law, for example, in complying with our obligations under legislation and the regulations i.e. the *Control (Code of Practice) Regulation 2002*, the *Corporations Act* and *GST* legislation.
4. We will use your personal information to identify you as a customer, to offer services to you, for internal administration purposes such as billing and accounting and, unless you request otherwise, to keep you informed of our services or those of our business partners that may be of interest to you. We may also provide your personal information to our advisers (e.g. lawyers or accountants) if necessary, and use is as otherwise permitted by the Australian Privacy Principles.
5. By using the company's services and providing information to us we will assume you have consented to the above uses of the personal information. You may "opt out" of receiving direct marketing information. Unless you opt out we will assume you have consented to the receipt of that information. You may opt out by contacting us at [info@energyspace.com.au](mailto:info@energyspace.com.au) or by advising our Privacy Officer on 02 6262 7055.
6. Your information may be used for demographic data for aggregate use by us, our business partners, or our advisers. This information is not linked to any personal information under our control.
7. Our privacy policy contains information about how you may access your personal information; seek correction of that information and how you may complain about a breach of the Australian Privacy Principles and the company's complaint handling procedure. The privacy policy can be found at [www.energyspace.com.au](http://www.energyspace.com.au)
8. The company is unlikely to disclose your personal information to overseas recipients.
9. By requesting use of our company's services you acknowledge and consent to your personal information being disclosed to an overseas recipient who may not be bound by the Australian Privacy Principles.
10. For further information please contact the Privacy Officer at [info@energyspace.com.au](mailto:info@energyspace.com.au) 02 6262 7055.