

## **Privacy Statement**

### **1. Introduction**

This document aims to disclose how Clean Energy Corporation Australia (**CECA** or **the Company**) operates and manages internal and external private information. The protection of our clients confidentiality and privacy is a priority for the Company and any personal information collected from clients, employees, subcontractors and suppliers (**You, collectively**) including information from third parties and subcontractors is subject to and compliant with the Privacy Act 1988 (Cth) under the Australian Privacy Principles.

The Company is focused on the security of individual data as per these protection laws in the procurement of products through to delivery of our services.

This Privacy Statement clarifies how we gather, hold, use, unveil, secure and generally deal with the individual data of the clients that utilise our services. It portrays the sorts of data we gather and hold and why, how to get to and adjust the data and how to make an objection in regards to privacy.

### **2. Types of personal information**

We define personal information in the context of our privacy statement as any information about the client or which could be used to identify the client. For example:

- The name, contact details and address of clients and their corresponding representatives;
- Information collected by the Company when conducting business such as financial information;
- Services utilised recently or in the past
- For employee applications, information contained on resumes such as past employment, qualifications, identity and residency status may be recorded and held.

### **3. Sources of Personal Information**

Personal information may be collected directly from the party involved. Note that we will always obtain your consent to collect any personal or non-personal information unless required by law to do otherwise.

- A client that currently utilises our services or has done in the past;
- A supplier, subcontractor or employee may need to provide information to achieve clearance or approval for services or to conduct business.

You may choose not to provide any information, however we may not be able to provide some services, process employment applications or conduct business without said information. Note, that all information collected and asked for is compliant with Australian legislation on privacy.

#### **4. How personal and non-personal information is held and collected**

Financial and personal information may be collected including bank account details if you speak to our contact representatives and employees, participate in our marketing or sales initiatives, apply to work for CECA, utilise our services or provide a service to us or complete any documents or forms.

All information is recorded in the Company's computer databases and physical storage units which are guaranteed secure environments. Note that some third party services such as online data protection, anti-theft and computer virus software may be used for added protection of clients and employee data.

For online and physical payments, CECA use accredited online banking and finance facilities which in turn have secure services and also hold information. The use of these services do not store information such as credit card details or online banking passwords to us or the third party service provider. Furthermore, online technology such as cookies may be used when browsing Clean Energy Corporation Australia's website for statistical purposes, however, no personal information is collected or stored this way. Only browser information such as time & date of access and number of 'hits' are recorded in this manner.

#### **5. Anonymous business conduct**

There are limited circumstances where you might have the capacity to conduct business with us anonymously or by utilizing a pen name. Some circumstances may be applicable where you are simply looking for broad data or pricing around one of our items or services. As a rule it will not likely be feasible for you to deal with us along these lines very often, or to start or finish an enrolment application.

#### **6. Purposes of holding information**

Data and personal information collected only occurs where it is necessary for Clean Energy Corporation Australia to conduct one or more of its business functions or services. This includes, providing our core consultancy, design or installation service, supplying information such as invoices and reports, assessing your ability to work with us or administering and managing the Company. Any information that we request or collect that is not reasonably expected by one of the above functions, we will ask consent from the affected party.

## **7. Who CECA may disclose information to**

Clean Energy Corporation Australia or an authorised agent may disclose information to the following:

- Any third party that has been authorised by you to request and collect said information;
- Our corporate bodies that provide external and internal services such as marketing, accounting and administration;
- Secure and accredited record and data management companies or services or mailing and delivery companies.
- Insurers, health service providers or government departments with the legal authority to request information in relation to the health protection of our staff or the community;
- Persons employed by us who have authority to use such information to provide an authorised service;
- Accredited organisations that provide banking or financing services;

## **8. Disclosure to overseas agents**

In some cases, personal and non-personal information may be disclosed with relevant agents discussed above who are also located overseas. If this is the case, information sent to these entities may be subject to foreign jurisdictions of which Australian law has no control over and thus, any information disclosure is not a breach of the Privacy Act 1988 (Cth).

## **8. Correcting or accessing held personal information**

Contractors, employees, clients and other agents that interact with the Company should ensure that their details are always up to date, relevant and accurate to prevent misunderstandings and accidents. You can request access or changes to your personal information that is held by the Company at any time with no charge or restrictions.