

## Collection Notice

1. This notice is made in accordance with Australian Privacy Principle 5 (see Schedule 1 *Privacy Act 1988* (Cth) (**Act**)).
2. We respect your privacy and the personal information you provide us and we are committed to protecting it.
3. We collect personal information from you when you use our services, ask to be included on a mailing list, or submit 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.
4. 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 regulations, including the *Corporations Act 2001* (Cth) and *A New Tax System (Goods and Services Tax) Act 1999* (Cth).
5. 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.
6. We may provide your personal information to our advisers (e.g. lawyers or accountants) if necessary. If you are a minor, your personal information can also be accessed by your parents and/or guardians. We may otherwise use your personal information as permitted by the Australian Privacy Principles.
7. By using the company's services and providing information to us we will assume you have consented to the above uses of your 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 our Privacy Officer on 02 6100 2147, by e-mail at [office@energyskillsaustralia.com.au](mailto:office@energyskillsaustralia.com.au), or by writing to PO Box 431, Hall, ACT, 2618.
8. 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.

9. You have the right to access your personal information and seek correction of that information. Our Privacy Policy contains information as to how you can access and correct your personal information, and also as to how you may complain about a breach of the Australian Privacy Principles and the company's complaints handling procedure. Our Privacy Policy can be found at [www.energyskillsaustralia.com.au](http://www.energyskillsaustralia.com.au).
10. The company is unlikely to disclose your personal information to overseas recipients.
11. By requesting use of our 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.
12. For further information on this Collection Notice or our Privacy Policy, please contact our Privacy Officer at [office@energyskillsaustralia.com.au](mailto:office@energyskillsaustralia.com.au), or 02 6100 2147, or by writing to PO Box 431, Hall, ACT, 2618.