

**WARRELL INDUSTRIES PTY LTD (ACN 671 695 024) t/as WAPOW ELECTRICAL SOLAR AND AIR (ABN 67 671 695 024) (QLD Contractors Licence No. 91854 (WAPOW))**

**PRIVACY POLICY**

WAPOW takes privacy very seriously and are committed to protecting its customers' privacy.

This privacy policy sets out how WAPOW collects, use, disclose and protects their customers' personal information in accordance with the Australian Privacy Principles.

**1. COLLECTION OF PERSONAL INFORMATION**

- 1.1 The Customer acknowledges that, in accordance with the *Privacy Act 1988*, WAPOW collects personal information such as contact details, bank account details and insurance details (in relation to corporate and commercial customers) and may hold this information for the period of seven (7) years.
- 1.2 This information can be collected from several different sources, including:
  - (a) Directly from customers, their agents or their representatives;
  - (b) Through digital mechanisms, such as through WAPOW's website and social media platforms; and
  - (c) From other third parties and referral sources.
- 1.3 The primary purpose for which WAPOW collects personal information is to provide its customers with the services upon which WAPOW is engaged.
- 1.4 Should it be necessary for any such information to be continued to be held, any such information will only be held for the purpose of delivering the services and works pursuant to WAPOW's engagement.

**2. AUTOMATICALLY COLLECTED DATA**

- 2.1 From time to time, WAPOW (and its related services) may automatically collect data from its customers.
- 2.2 Such data may be collected online, from WAPOW's website and social media platforms, whereby in accordance with the *Information Privacy Act 2009*, the following data may be collected:
  - (a) Features of the operating system, browser or device that has accessed the WAPOW website or social media platform;
  - (b) The location and IP address of the device that has accessed the WAPOW website or social media platform;
  - (c) Browsing data cookies; and
  - (d) The browsing path and interactions with the content on the WAPOW website and the mechanism (such as Google Ads) from which a user has accessed any of the WAPOW services.

**3. DISCLOSURE OF PERSONAL INFORMATION**

- 2.1 WAPOW may disclose their customers' personal information to third parties in certain circumstances including:
  - (a) To other parties such as contractors, developers, subcontractor and suppliers to the extent that relates to the provision and delivery of WAPOW's services;
  - (b) WAPOW's service providers, such as IT and administrative support providers;
  - (c) WAPOW's professional advisers, such as our accountants and insurers;
  - (d) Any credit reporting agency, as necessary; and
  - (e) As required or authorised by law.

- 2.2 To the extent that is reasonably practicable, WAPOW will take all reasonable steps to ensure that any third party to whom WAPOW discloses information to, is bound by obligations of confidentiality and privacy.
- 2.3 Any collected and held personal information will not be disclosed to any third party for any reason relating to third party marketing or data sales, that is within the best knowledge of WAPOW.
- 2.4 Any collected or held personal information will not be disclosed to any third party for the purposes of profiting from the sale of any such data.

**4. SECURITY OF PERSONAL INFORMATION**

- 3.1 WAPOW takes all reasonable steps to protect their customers' personal information from misuse, interference and loss, and from unauthorised access, modification or disclosure and have implemented various physical, electronic and managerial measures to safeguard their customers' personal information.

**5. ACCESS AND CORRECTION OF PERSONAL INFORMATION**

- 4.1 Any person whom WAPOW's personal information has been collected, may request access to their information by contacting WAPOW.
  - (a) WAPOW will respond to any request for information made under this clause within a reasonable time.
- 4.2 Should any customer require further information in relation to either WAPOW's privacy policy or the way their personal information is handled, they may make any such request by contacting WAPOW by either telephone or by email.