

## **WEVOLT PRIVACY POLICY**

## **Commitment to privacy**

Privacy is very important to Wevolt Pty Ltd. We are required to comply with the Federal Privacy Act 1988 and the Australian Privacy Principles, and therefore our privacy policy applies to any personal information we collect, use or disclose, including the personal information of our employees and contractors.

#### How and why we collect personal information

We collect personal information to provide various services to our clients. With consent, we may also use personal information for related purposes including providing clients with updates on our products and services.

## What personal information do we collect?

The personal information we collect about you may include:

- Email address
- Preferred username
- Email or Mailing address
- Telephone number
- Password
- Credit card details, and
- Vehicle make, model, and identification number.

When you use our website or mobile application, we may collect information about your location or activity, including IP address, telephone number and whether you have accessed third party sites, the date and time of visits, the pages that are viewed, information about the device used and other user location information. We collect some of this information using cookies.

#### Cookies

We may use cookies on our website from time to time. Cookies are text files placed in your computer's browser to store your preferences. Cookies, by themselves, do not tell us your email address or other personally identifiable information. However, they do recognise you when you return to our online website and allow third parties, such as Google and Facebook, to cause our advertisements to appear on your social media and online media feeds as part of our retargeting campaigns. If and when you choose to provide our online website with personal information, this information may be linked to the data stored in the cookie.

You can block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

#### How we use and disclose personal information

We do not use or disclose personal information for any purpose that is unrelated to the services we provide and that you would not reasonably expect (except with client consent). We have a duty to maintain the confidentiality of our clients' affairs, including personal information. Our duty of confidentiality to our clients applies, except where disclosure of personal information is consented to by the client or is compelled by law.

Client personal information may be disclosed to approved third parties who are also required to comply with the Australian Privacy Principles.

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## **Direct marketing**

We may use your personal information from time to time to inform you about our current and future services, including contacting you by phone, email, SMS or post. You can request that you do not receive direct marketing communications by contacting us by contact@Wevolt.com.au or by simply clicking "unsubscribe" or "STOP" to any emails or SMS offers or electronic marketing you may receive. We will not charge you for giving effect to your request and will take all reasonable steps to meet your request at the earliest possible opportunity.

## Storing and retaining personal information

We store personal information in electronic or hardcopy form (or both) and use industry-standard levels of security to prevent unauthorised access to that information. Personal information is only accessible to our staff or to authorised service providers with incidental access to supply their services to us. We do not retain any of your information longer than is required for the business relationship with you or for legal purposes. When we are informed, we will keep the personal information we hold accurate, complete and up to date.

# **Anonymity**

Where it is lawful and practicable, we endeavour to de-identify the personal information we collect about you.

# Security of your personal information

We endeavour to protect any personal information that we hold from misuse and/or loss, and to protect it from unauthorised access, modification and/or disclosure.

#### Correction of your personal information

If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us using the details below. We will take reasonable steps to promptly correct any information found to be inaccurate, out of date, incomplete, irrelevant or misleading. Please note, in some situations, we may be legally permitted to not correct your personal information. If we cannot correct your information, we will advise you as soon as reasonably possible and provide you with the reasons for our refusal and any mechanism available to complain about the refusal.

#### Contact us

If you want to gain access to your personal information, correct or update your personal details, register a complaint about a breach of your privacy, or you have any other query relating to our privacy policy, please contact us.

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