



## Privacy Policy

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### Summary:

CorpCloud Pty Ltd is committed to protecting your privacy in compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). We collect personal information such as your contact details, service preferences, and financial information to provide products and services, conduct business operations, and meet legal obligations. Data is collected via our website, communications, and transactions with you. Your data may be shared with trusted third parties under strict confidentiality and security standards. You have rights to access, correct, or request deletion of your personal information. We also outline how we use cookies, ensure data security, and manage complaints. For further inquiries or complaints, you may contact our Privacy Officer or the Office of the Australian Information Commissioner.

### Effective Date:

05-05-2025

# Privacy Policy

CorpCloud Pty Ltd (ABN 45 605 224 299) and its related entities (“we”, “us”, “our”) are committed to safeguarding your privacy. We manage your personal information in accordance with the **Privacy Act 1988 (Cth)** (the Act), including the **Australian Privacy Principles (APPs)**. This Privacy Policy outlines how we collect, use, store, and disclose your personal information and your rights under the law.

## 1. Collection of Personal Information

### 1.1 Types of Information Collected

We may collect the following types of personal information:

- Name, contact information (address, email, phone)
- Employment details (employer, position)
- Preferences regarding our services and communications
- Financial information (payment methods, bank details)
- Records of communication with us
- Usage data (IP address, service history, account activity)

### 1.2 Methods of Collection

We may collect your personal information:

- When you contact us, visit our website, or use our services
- When you request information, apply for credit, or complete forms
- When you apply for employment or participate in surveys
- From publicly available sources or third parties (where lawful)

If you do not provide requested information, we may be unable to provide certain services.

## 2. Purpose of Collection and Use

We collect, hold, and use personal information for purposes including:

- Verifying your identity
- Providing and improving our products and services
- Managing customer and supplier relationships
- Conducting research and analytics
- Processing employment and credit applications
- Complying with legal obligations
- Conducting direct marketing (where permitted)

## 3. Disclosure of Personal Information

We may disclose your information to:

- Service providers, contractors, and suppliers (in Australia or overseas)
- Credit reporting and debt collection agencies
- Government, law enforcement, or regulatory bodies
- Legal representatives, where required
- Entities involved in a business sale or restructure
- Others with your explicit consent

We take reasonable steps to ensure third parties handle your information in compliance with privacy laws.

## 4. Overseas Disclosure

In some cases, we may disclose your personal information to third parties located outside Australia. These disclosures will only occur where necessary for our functions or activities. We will take reasonable steps to ensure that any overseas recipients of your personal information comply with the Australian Privacy Principles or are subject to laws and obligations that provide substantially similar protection.

## 5. Direct Marketing

We may use your information to contact you about products, services, and events.

You can opt out anytime by:

- Clicking "unsubscribe" in our emails
- Contacting us using the details below

We will not sell your personal data to third parties.

## 6. Website and Cookies

Our website uses cookies and similar technologies to improve your experience. You can configure your browser to disable cookies, but some website features may not function as intended.

We are not responsible for the privacy practices of third-party websites linked from our site.

## 7. Data Security and Retention

We take appropriate steps to secure your information, including:

- Technical controls (encryption, access restrictions)
- Organisational measures (policies, training)
- Secure disposal of records when no longer required

We retain personal information only as long as necessary for business or legal purposes. Once no longer needed, we securely destroy or de-identify it.

## 8. Access and Correction

You may request access to the personal information we hold about you. We will respond within 30 days.

We may refuse access under certain circumstances permitted by law, such as:

- Impact on the privacy of others
- Legal privilege
- Security, law enforcement, or commercial sensitivity

You may also request corrections to ensure your data is accurate and up to date.

## 9. Your Rights and Choices

You have the right to:

- Request access to your personal information
- Correct your data
- Withdraw consent (where applicable)
- Lodge a complaint if you believe we've breached your privacy rights

## 10. Complaints and Disputes

If you believe we have breached your privacy rights, please contact our Privacy Officer (details below). We aim to respond within 30 days.

If you're not satisfied, you may escalate the complaint to the **Office of the Australian Information Commissioner (OAIC)**:

Website: [www.oaic.gov.au](http://www.oaic.gov.au)

Phone: 1300 363 992

## 11. Contact Us

### Privacy Officer

CorpCloud Pty Ltd

Level 2, 600 Murray Street

West Perth, WA 6005

Phone: (08) 6243 0700

Email: [privacy@corpcloud.com.au](mailto:privacy@corpcloud.com.au)

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