

PERSONAL INFORMATION COLLECTION NOTICE

1 INTRODUCTION

This Personal Information Collection Notice (**Notice**) is provided to you by Sola Tube Australia Pty Ltd ABN 76 144 716 316 (**Solatube, we, our and us**) to notify you of certain matters related to how we collect, handle and disclose your Personal Information as required under the *Privacy Act 1988* (Cth) (**Privacy Act**).

When we refer to "**Personal Information**", we mean:

Information or an opinion about an identified individual, or an individual who is reasonably identifiable:

- (a) *whether the information or opinion is true or not; and*
- (b) *whether the information or opinion is recorded in a material form or not.*

2 NOTICE OF COLLECTION

Where you have been provided this Notice by us, we have done so to notify you that we have collected, or will be collecting, your Personal Information.

3 HOW WE COLLECT/HAVE COLLECTED PERSONAL INFORMATION

- (a) We have collected your Personal Information from a third-party recruiter we have engaged to seek potential employees of Solatube or from an online inquiry form you completed on our website.
- (b) If we have not yet collected your Personal Information, then we will be collecting your Personal Information:
 - (i) from web analytics tools, 'cookies' or other similar tracking technologies that allow us to track and analyse your website usage. Cookies are small files that store information on your computer, mobile phone or other device and enable and allow the creator of the cookie to identify when you visit different websites; and
 - (ii) from a third-party recruiter we have engaged to seek potential employees of Solatube.

4 PURPOSE OF COLLECTION

WHY ARE WE COLLECTING YOUR PERSONAL INFORMATION?

We are collecting your Personal Information for the following purposes:

- (a) as part of our considering your potential employment by us; and
- (b) for any other purposes set out in our Privacy Policy.

5 CONSEQUENCES IF PERSONAL INFORMATION IS NOT COLLECTED

Without your Personal Information we may not be able to consider an application of employment by you as we are unable to verify information from previous employers.

6 DISCLOSURE OF PERSONAL INFORMATION

We will not be disclosing your Personal Information of the kind we have/will collect from you to anyone, other than staff and employees of Solatube.

7 OUR PRIVACY POLICY

Our Privacy Policy contains details regarding how:

- (a) we handle Personal Information;
- (b) you may complain about a breach of the Australian Privacy Principles contained in the Privacy Act or a registered code which binds us and how we deal with such a complaint; and
- (c) you can access your Personal Information and seek its correction.

You can find our Privacy Policy at <https://solatube.com.au/privacy-policy/> or contact us via the details below to receive a copy.

8 HOW TO CONTACT US

If you have any questions relating to how we handle Personal Information, please contact us using the details set out below:

Email: customerservice@solatube.com.au

Phone: 1800 131 619

Address: 2/5 Wenban Pl, Wetherill Park NSW 2164, Australia