

iPropel Privacy Policy

This policy explains how iPropel Pty Ltd (ABN 42 622 243 574, **iPropel, we, us**) manages your personal information.

Personal information is defined in the Privacy Act 1988 as “Information or an opinion about an identified individual, or an individual who is reasonably identifiable: whether the information or opinion is true or not; and whether the information or opinion is recorded in a material form or not.” This includes for example your name, address, telephone number, and email address.

We are committed to complying with the *Privacy Act 1988* and any other applicable legal privacy requirements.

What information does iPropel collect?

iPropel is a company that provides opportunities for contractors to set up their own business facilitating sales of goods and services for third party companies. We call these contractors **Affiliates**. We refer to the third-party companies as **Partner Businesses**.

We collect, hold, use and disclose information about Affiliates for the purpose of facilitating these sales and marketing activities, and to pay commissions to Affiliates based on the sales they have facilitated for Partner Businesses. Information we collect includes name, address, date of birth, telephone number, email address, and bank account details. If you provide us with personal information about another person, we will ask you to also tell that person about this Privacy Policy.

We also collect and hold personal information including contact information about our suppliers, employees, Affiliates and other contractors (and prospective employees, Affiliates and contractors), and employees of Partner Businesses.

We collect personal information in a variety of ways, including directly from you, and from agents or third parties including Partner Businesses with whom we have business relationships. We may also receive and collect personal information about you from third parties who have identified you as a person who may wish to receive offers relating to Partner Business goods and services.

Partner Businesses may separately collect personal information where they sell goods and services to a buyer. The relevant Partner Business’s Privacy Policies would apply to this. Partner Businesses may disclose this information to us and we may collect it to run our business, including to pay commissions to Affiliates.

How does iPropel use and disclose information?

We may use or disclose your personal information in the administration of our business. For example, we may disclose personal information to our Affiliates, Partner Businesses, agents, advisors, contractors, service providers and entities related to us (including to entities located overseas), but only for the purposes of running our business.

We may also use or disclose information where required or permitted by law (for example to a law enforcement agency, a regulatory body or an industry ombudsman), to any organisation involved in a corporate reorganisation with us or considering acquiring an interest in our assets or business, or to any person or organisation where you have given your express or implied consent.

Where we provide your personal information to other parties, we take steps to ensure the other party maintains the privacy of that information. We may analyse Affiliate information so that we can

manage and improve our services. We may also use your personal information to provide you with information about other products and services of ours, Partner Businesses and other suppliers that you might be interested in. You may opt out of receiving this information by emailing or calling us as detailed below. We may disclose your information to organisations located overseas. These organisations are service providers which perform a range of operational functions for us. We only disclose your information to these organisations when it is necessary for the services they provide to our business. When we disclose your information to our service providers located overseas, we take measures to ensure your information is treated in accordance with the standards that apply in Australia.

Collecting information through our website

We generally only collect your personal information on our website where you provide it knowingly and voluntarily, for example, by entering your details as part of an online sign-up process, filling out a form or emailing an inquiry, even if the contract is not submitted, or the form or inquiry not sent.

We may also collect other information about your use of the website that cannot be used to directly identify you, including your server address, your top level domain name, the date and time of the visit, pages accessed and documents downloaded and the address of any website that linked you directly to our site. We may use 'cookie' technology on our website. A 'cookie' is a small message given to your web browser by our web server. The browser stores the message in a text file, and the message is then sent back to the server each time the browser requests a page from the server. A cookie does not give us any personal information about you. We use cookies to measure usage sessions accurately, and to gain a clear picture of which areas of the website attracts traffic. We also use cookies to improve the functionality of our website.

Our website may also contain links to other websites operated by third parties. We make no representations or warranties in relation to the privacy practices of any third-party website and we are not responsible for the privacy practices or the content of any third-party website. Third party websites are responsible for informing you about their own privacy practices.

Affiliates and contractors

If you are applying for a position as an Affiliate, or a contractor, this part of the policy applies to you. We may ask you to provide specific personal information, such as your name, email address, telephone number, qualifications and career history. We may also ask you for other information. Any personal information that you provide to us in connection with your application may be used to consider you for current and future engagement as an Affiliate or a contractor as the case may be. We may disclose any personal information that you provide to our external advisors to assist us in the selection and recruitment and employment processes.

If your application is unsuccessful, the Privacy Act will apply to any personal information that we collect, use, hold and disclose about you. We may retain this information for a reasonable period, and may use it to contact you in relation to other contracting opportunities that you may be interested in. We will not disclose your personal information for any other purpose, other than as required by law or to manage your relationship with us. If you are engaged by us as a contractor, the Privacy Act will apply to any personal information that we collect, use, hold and disclose about you. We will collect, use, hold and disclose personal information about you in order to manage and administer your engagement as a contractor. This may include disclosing your personal information to employees and other contractors of ours so they may contact you in relation to your engagement as a contractor, including to provide instructions or information to you and collecting, using and

disclosing your personal information in relation to reviewing and paying any invoices related to your engagement as a contractor, and ensuring appropriate training is provided.

How can you access your information?

You have a right to access your personal information that iPropel holds. However, we may limit your access if access would disclose personal information about another person. If you would like to request access to your information held by us, please contact us in writing using the contact details provided below.

We will seek to ensure that your personal information is accurate and complete. However, if you would like to update your details or if you believe that the information iPropel holds is incorrect, please contact us in writing using the contact details below.

Complaints about privacy matters

If you have a concern or complaint about how iPropel has handled your personal information, you can contact us at the contact details set out below. We will do our best to respond to your complaint within 30 days.

If you are unhappy with how we have resolved your complaint, you can refer the matter to the Office of the Australian Information Commissioner. For more information, see www.oaic.gov.au.

How to contact IPropel

If you have any questions about how IPropel handles your personal information, please contact us at:

Email: privacyinbox@iPropel.com.au; **Phone:** 13 88 60

Address: iPropel, South Melbourne Market Street, PO Box 5329, South Melbourne, VIC 3205.

Changes to this privacy policy

We may update our privacy policy from time to time. This privacy policy was last updated on 17/08/2021.