

Collection Notification Statement – Customers

Leap Consulting (WA) Pty Ltd (ACN 109 043 236) trading as Leap Consulting and its Related Bodies Corporate (as defined by the provisions of the *Corporations Act 2001* (Cth) (**Leap Consulting, we, us or our**) is committed to protecting the privacy of individuals and their personal information and complies with the *Privacy Act 1988* (Cth) (**Privacy Act**).

Please read this carefully as it will have important consequences for you in relation to the collection, use and disclosure of your personal information you provide to Leap Consulting.

You understand that:

1. Leap Consulting is the party who is collecting your personal information and can be contacted at privacy@leapconsulting.com.au or alternatively you can write to us at Suite 18, Level 2, 420 Bagot Road, Subiaco WA 6008.
2. Leap Consulting will collect your personal information directly from you. In certain circumstances, Leap Consulting may be required to collect personal information from third parties such as credit reporting agencies.
3. The purpose of Leap Consulting collecting your personal information is:
 - (a) to provide you with our products and services;
 - (b) to process credit applications, including by conducting checks for financial standing and credit-worthiness;
 - (c) to process payments, including charging, refunds (if applicable), credit card authorisation, verification and debt collection;
 - (d) to register financial statements or financial change statements on the Personal Property Securities Register (**PPSR**);
 - (e) to provide customer service functions, including handling customer enquiries and complaints and provide you access to the Client Portal and Remote Support Portal;
 - (f) to protect our websites from security threats, fraud and other criminal activities;
 - (g) to assist us in the administration and management of Leap Consulting, including to maintain and develop our products and services, business systems and infrastructure; and
 - (h) to offer you updates, discounts, or other content or products and services that may be of interest to you and to provide you with direct marketing communications from us or our related entities and associates (using direct mail, telemarketing, email, SMS and MMS messages),and you acknowledge and agree to your personal information being collected and used for, and in connection with, these purposes and any other purpose described in our Privacy Policy.
4. If we do not collect this personal information in connection with the purposes in paragraph 3, then Leap Consulting may be unable to:
 - (a) facilitate your purchase and use of our products and services;
 - (b) process and approve credit applications;
 - (c) provide you with customer services, process your enquiry or complaint, or supply you with information;
 - (d) comply with the *Personal Property Securities Act 2009* (Cth); and
 - (e) send you direct marketing communications (unless you have consented to such communications through your other dealings with Leap Consulting).
5. Your personal information may be disclosed to the following classes of people and organisations in connection with the purposes in paragraph 3:
 - (a) Leap Consulting, its personnel and related entities;
 - (b) credit reporting bodies;
 - (c) our lawyers and agents who assist in preparing documents and completing credit applications;
 - (d) third party service providers including without limitation marketing service providers, IT service providers, contractors and sales consultants and other parties who assist us in providing our products and services to you;
 - (e) third parties connected with the customer services and enquiry process, including ecommerce, payment gateway providers and financial institutions;

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- (f) third parties connected with the marketing process, who assist in providing our services to you;
 - (g) third parties, such as external debt recovery agents, court or other entities to which we are required by law to disclose personal information;
 - (h) third parties in connection with the sale of any part of Leap Consulting's business or a company owned by a Leap Consulting entity;
 - (i) Microsoft as part of our contractual relationship as a certified provider of Microsoft products and services;
 - (j) Registrar of the PPSR; and
 - (k) any other organisation as expressly covered in our Privacy Policy.
6. It is possible that some of the information collected via your enquiry may be disclosed to Leap Consulting's service providers outside of Australia. You **consent** to your information being disclosed to a destination outside Australia for this purpose, including but not limited to the United States, Canada and India, and you understand and acknowledge that Australian Privacy Principle 8.1 will not apply to such disclosures of your personal information.
7. Leap Consulting's Privacy Policy sets out the process as to how you can access and correct any of your personal information collected under this form as well as to how you can make a complaint if Leap Consulting has breached the Privacy Act in the handling of your personal information. Leap Consulting's Privacy Policy is available at <https://www.leapconsulting.com.au/privacy-policy-2/> or can be otherwise provided by requesting a copy from Leap Consulting.

By continuing with your enquiry or subscription, you indicate that you have read this collection notification and acknowledge that your personal information will be collected, used and disclosed in accordance with this collection notice and as otherwise detailed in Leap Consulting's Privacy Policy and, to the extent it is necessary, that you give your **voluntary express consent** to Leap Consulting collecting, using, storing, disclosing and disposing of your personal information in this manner.