

Collection Notification Statement – General enquiries

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, depending on the nature of your enquiry.
3. The purpose of Leap Consulting collecting your personal information is:
 - (a) to process any enquiry you may have and provide you with information in relation to your enquiry, including without limitation, contacting you regarding any enquiries submitted via the "Contact Us" page of the Leap Consulting website;
 - (b) to provide customer service functions, including handling customer enquiries and complaints;
 - (c) to provide our products and services to you;
 - (d) to include you in our marketing database;
 - (e) where applicable, for use in our promotional and marketing activities on social media, including by re-posting your posts, comments or media; and
 - (f) 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) provide you with customer services, process your enquiry or complaint, or supply you with information;
 - (b) provide you with our products and services; and
 - (c) 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) third parties connected with the customer service and enquiry process, including ecommerce, payment gateway providers and financial institutions;
 - (c) 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;
 - (d) third parties in connection with the sale of any part of Leap Consulting's business or a company owned by a Leap Consulting entity;
 - (e) 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

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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, 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.