



Zenith Energy Privacy Policy

POL-000013

4/11/2020

Zenith Energy Ltd ('Zenith') and all of its subsidiaries are committed to providing quality services to its customers and this policy outlines Zenith's ongoing obligations to you in respect of how Zenith manage your Personal Information.

Zenith has adopted the Australian Privacy Principles (APPs) contained in the Privacy Act 1988 (Cth) (the Privacy Act). The APPs govern the way in which Zenith collect, use, disclose, store, secure and dispose of your Personal Information.

A copy of the AAPs may be obtained from the website of The Office of the Australian Information Commissioner at www.aoic.gov.au

1. WHAT IS PERSONAL INFORMATION AND WHY IS IT COLLECTED?

Personal Information is information or an opinion that identifies an individual. Examples of Personal Information collected include names, addresses, email addresses, phone, and facsimile numbers.

This Personal Information is obtained in many ways including, interviews, correspondence, by telephone and facsimile, by email, via the Zenith website, www.zenithenergy.com, from your website, from media and publications, from other publicly available sources, from cookies and from third parties. Zenith does not guarantee website links or policy of authorised third parties.

Zenith collects your Personal Information for the primary purpose of providing its services to you, providing information to Zenith's clients and marketing. Zenith may also use your Personal Information for secondary purposes closely related to the primary purpose, in circumstances where you would reasonably expect such use or disclosure. You may unsubscribe from the mailing/marketing lists at any time by contacting us in writing.


When Zenith collects Personal Information, it will, where appropriate and where possible, explain to you why this information is being collected and how it is planned to be used.

2. SENSITIVE INFORMATION

Sensitive information is defined in the Privacy Act to include information or opinion about such things as an individual's racial or ethnic origin, political opinions, membership of a political association, religious or philosophical beliefs, membership of a trade union or other professional body, criminal record, or health information.

Sensitive information will be used by Zenith only:

- For the primary purpose for which it was obtained
- For a secondary purpose that is directly related to the primary purpose

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- With your consent, or where required or authorised by law.

3. THIRD PARTIES

Where reasonable and practicable to do so, Zenith will collect your Personal Information only from you. However, in some circumstances Zenith may be provided with information by third parties. In such a case Zenith will take reasonable steps to ensure that you are made aware of the information provided to it by the third party.

Disclosure of Personal Information

Your Personal Information may be disclosed in a number of circumstances including the following:

- Third parties where you consent to the use or disclosure; and
- Where required or authorised by law.

4. SECURITY OF PERSONAL INFORMATION

Your Personal Information is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification, or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, Zenith will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by Zenith for a minimum of 7 years.

5. ACCESS TO YOUR PERSONAL INFORMATION


You may access the Personal Information Zenith holds about you to update and/or correct it, subject to certain exceptions. If you wish to access your Personal Information, please contact Zenith in writing.

Zenith will not charge any fee for your access request but may charge an administrative fee for providing a copy of your Personal Information.

In order to protect your Personal Information Zenith may require identification from you before releasing the requested information.

6. MAINTAINING THE QUALITY OF YOUR PERSONAL INFORMATION

It is an important to Zenith that your Personal Information is up to date. Zenith will take reasonable steps to make sure that your Personal Information is accurate, complete, and up to date. If you find that the information Zenith has is not up to date or is inaccurate, please advise us as soon as practicable so Zenith can update its records and ensure it continues to provide quality services to you.

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7. POLICY UPDATES

This Policy may change from time to time and is available on the Zenith website.

8. PRIVACY POLICY COMPLAINTS AND ENQUIRIES


If you have any queries or complaints about Zenith’s Privacy Policy, please contact:

Zenith Energy Ltd
52 Belmont Ave
Rivervale WA 6103

Signature

Date in full

Hamish Moffat
Managing Director

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