

## PRIVACY POLICY

### 1. Purpose

OGT Energy Pty Ltd ("OGT Energy", "we", "us", or "our") is committed to protecting the privacy of personal information that we collect, use, and disclose in the course of our operations. This Privacy Policy outlines our approach to managing personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**. By interacting with us, using our services, or visiting our website, you consent to the collection, use, and disclosure of your personal information in accordance with this Privacy Policy.

### 2. Commencement of Policy

This Policy will commence from 1 October 2024. It replaces all other Privacy Policies (whether written or not).

### 3. Application of Policy

This Privacy Policy applies to all personal information collected, used, and disclosed by OGT Energy, including information collected from employees, contractors, clients, suppliers, and website users.

### 4. What is Personal Information?

Personal information is any information or opinion about an identified individual or an individual who is reasonably identifiable. This includes information such as names, addresses, email addresses, phone numbers, and other contact details, as well as financial and employment details.

### 5. Collection of Personal Information

#### Types of Information Collected

OGT Energy may collect various types of personal information, including but not limited to:

- **Identity Information:** Name, date of birth, gender, and other identifying details.
- **Contact Information:** Address, email address, phone number, and other contact details.
- **Employment Information:** Employment history, qualifications, references, tax file number, and superannuation details.
- **Financial Information:** Bank account details, payment information, and transaction history.
- **Technical Information:** IP address, browser type, and information about how you use our website and services.
- **Health Information:** Medical information relevant to employment or service provision.

#### Method of Collection

We collect personal information in various ways, including:

- **Directly from you:** Through forms, emails, phone calls, or in-person meetings.
- **Via our website:** When you visit our website or interact with us online.
- **From third parties:** Such as recruitment agencies, business partners, or publicly available sources, where you have consented to the disclosure of information to us.

#### Sensitive Information

OGT Energy may collect sensitive information, such as health information or criminal records, only when necessary and with your explicit consent or as otherwise permitted by law.

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## 6. Use and Disclosure of Personal Information

### Use of Personal Information

OGT Energy may use personal information for the following purposes:

- **Providing Services:** To provide and manage our services and products.
- **Employment Purposes:** To assess job applications, manage employment relationships, and comply with legal and regulatory obligations.
- **Business Operations:** To conduct business operations, including invoicing, accounting, and financial reporting.
- **Communication:** To communicate with you, respond to inquiries, and provide information about our products and services.
- **Marketing:** To send marketing communications and promotional offers, where you have consented to receive such communications.
- **Website Improvement:** To enhance user experience and improve our website and online services.

### Disclosure of Personal Information

OGT Energy may disclose personal information to third parties in the following circumstances:

- **Service Providers:** To third-party service providers who assist us in delivering our services, such as IT support, marketing, and payroll processing.
- **Business Partners:** To our business partners, where necessary, for the delivery of services or products.
- **Legal Obligations:** To comply with legal obligations, court orders, or requests from government authorities.
- **Business Transactions:** To potential buyers or investors in the event of a business sale, merger, or acquisition, provided that the information remains protected by confidentiality agreements.

## 7. 6. Data Security

OGT Energy takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure. We employ a variety of security measures, including:

- **Technical Measures:** Secure servers, encryption, and firewalls.
- **Organisational Measures:** Access controls, confidentiality agreements, and staff training.

Despite our efforts, no security measures are completely secure, and we cannot guarantee the absolute security of your personal information. In the event of a data breach that is likely to result in serious harm, we will notify affected individuals and the Office of the Australian Information Commissioner (OAIC) as required by law.

## 8. Access and Correction of Personal Information

### Accessing Your Personal Information

You have the right to request access to your personal information held by OGT Energy. To request access, please contact us using the contact details provided below. We will respond to your request within a reasonable timeframe and provide access unless an exception applies under the Privacy Act.

### Correcting Your Personal Information

OGT Energy takes reasonable steps to ensure that personal information is accurate, complete, and up-to-date. If you believe that any personal information we hold about you is incorrect or out-of-date, please contact us to request a correction. We will take reasonable steps to correct the information.

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## 9. Cookies and Online Tracking

OGT Energy's website may use cookies and other online tracking technologies to collect information about your usage of our website. Cookies are small data files stored on your device that help us understand how our website is used and improve user experience.

You can control the use of cookies through your browser settings. However, disabling cookies may affect your ability to use certain features of our website.

## 10. Cross-Border Disclosure

OGT Energy may disclose personal information to third parties located outside of Australia, including service providers and business partners who operate internationally. When disclosing personal information overseas, we take reasonable steps to ensure that the recipient complies with the Australian Privacy Principles or provides a comparable level of protection.

## 11. Marketing Communications

OGT Energy may send you marketing communications about our products and services that we believe may interest you. You may opt out of receiving marketing communications at any time by following the unsubscribe instructions provided in the communication or contacting us directly.

## 12. Notifiable Data Breaches

In accordance with the **Notifiable Data Breaches (NDB) scheme** under the Privacy Act, OGT Energy is committed to managing data breaches promptly and effectively. We will notify the OAIC and affected individuals if a data breach is likely to result in serious harm.

## 13. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, please contact us at:

**OGT Energy Pty Ltd**

**Privacy Officer**

Email: [hr@ogtenergy.com.au](mailto:hr@ogtenergy.com.au)

Address: Level L27, 10 Eagle Street, Brisbane Qld 4000, Australia

## 14. Variations

OGT Energy reserves the right to vary, replace or terminate this policy from time to time. We will notify you of any significant changes by posting an updated version on our website. We encourage you to review this policy periodically to stay informed about how we handle your personal information

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### Policy version and revision information

**Policy Authorised by:** Lucy Snelling

**Issue date:**

1 October 2024

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**Title:** Chief Executive Officer  
**Policy Maintained by:** HR Manager

**Review date:** 1 October 2026  
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