



## PRIVACY STATEMENT

PREP WA PTY LTD

PREP WA PTY LTD (“we”, “us”, “our”) is committed to protecting the privacy, confidentiality, and security of personal information in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs).

This Privacy Statement explains how we collect, use, disclose, store, and protect personal information in connection with our business operations as a supplier of PREP Packs.

### 1. Collection of Personal Information

We may collect personal information that is reasonably necessary for our business activities, including but not limited to:

- Name
- Business name
- Postal and delivery address
- Email address
- Telephone number
- Payment and billing information
- Order history and transaction details
- Communications and enquiries
- Any other information voluntarily provided to us

Personal information may be collected directly from you, through our website, by email, phone, order forms, or in the course of business dealings.

### 2. Use of Personal Information

We collect and use personal information for purposes including:

- Processing and fulfilling orders
- Managing supplier and customer relationships
- Providing products, services, and support
- Invoicing, payments, and accounting
- Responding to enquiries and communications
- Improving our products and operations
- Complying with legal and regulatory obligations
- Marketing and business development (where consent has been provided or permitted by law)

### 3. Disclosure of Personal Information

We may disclose personal information to third parties where reasonably necessary to operate our business, including:

- Logistics and delivery providers
- Payment processors and financial institutions
- Professional advisers (accountants, legal advisers, insurers)
- IT and system service providers
- Government authorities where required by law

We do not sell or rent personal information to third parties.

Where information is disclosed to third parties, reasonable steps are taken to ensure appropriate data protection standards are maintained.

#### **4. Storage and Security**

We take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification, or disclosure.

Information may be stored electronically and/or in physical records with appropriate security controls in place.

Access to personal information is restricted to authorised personnel only.

#### **5. Access and Correction**

You may request access to the personal information we hold about you and request corrections if the information is inaccurate, incomplete, or out of date.

Requests can be made in writing using the contact details below.

#### **6. Changes to this Privacy Statement**

We may update this Privacy Statement from time to time. The latest version will apply to all personal information held by us.

#### **7. Contact Us**

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

PREP WA PTY LTD

Email: [info@prep.net.au](mailto:info@prep.net.au)

Phone: +61 0432917599

Address: PO BOX 1075 Willagee WA 6156