

Your Personal Information

Under the Privacy Act 1988 (as amended), you may request from Collection House, access to your personal information we hold - your Personal Information.

“**We**” and “**Collection House**” means Collection House Limited, its subsidiaries; Lion Finance Pty Ltd, Collection House (NZ) Limited and any other subsidiaries providing debt collection or receivables management services, or engaging in any other activities.

“**You**” means all individuals, customers, clients and other persons with whom we deal.

Accessing Your Personal Information

To request your Personal Information, you need to apply in writing, supplying sufficient particulars so that we can be sure that the information about you is only provided to you.

The information you supply will enable us to confirm your identity, and link your name to your address with a high degree of confidence. We will then respond to that address. If we limit or deny your request, we will tell you our reasons.

Accordingly, please provide:

- your full name
- your current residential address (and your previous address/s if you have moved in the last five years)
- your date of birth
- your driver’s licence number
- a daytime telephone number
- your signature

Problems?

If for any reason you cannot fulfil these requirements, please contact the Public Access Unit using the contact details listed below.

Contact Us

If for any reason you need to contact us regarding your Personal Information, please contact the Public Access Unit using the following contact information:

phone: 1800 330 211
write to: Public Access Unit
Collection House Limited
PO Box 2247
FORTITUDE VALLEY BC QLD 4006
email: privacy@collectionhouse.com.au

Privacy Statement

Where we currently hold information about you, the particulars you provide to request access to your Personal Information will be used to ensure our records are accurate and current.

Where we hold no information about you, the particulars you provide will be destroyed and you will be advised accordingly.

Personal Information Request

Please provide access to my Personal Information held by Collection House Limited and/or any of its subsidiaries:

(please print clearly)

Full Name: _____

Current Residential Address: _____

Postal Address: _____

Previous Address: _____
(if moved in the last five years)

Date of Birth: _____ Driver's Licence Number: _____

Daytime Telephone Number: _____

Reference Number: _____
(if known)

Account Description: _____

Information Requested: _____

I authorise Collection House to up-date my personal information in all my accounts and files held by Collection House and/or its subsidiaries.

Signature of Applicant

DD / MM / YY

Please send to: Public Access Unit, Collection House Limited, PO Box 2247, FORTITUDE VALLEY BC Qld 4006, or fax 07 3831 6655.