



## **PRIVACY POLICY**

### **Outline**

By using this website and our services, you acknowledge that we may collect, store, use, and disclose your personal information in the manner set out in this Privacy Policy.

We are committed to protecting the privacy of your personal information, and we collect and deal with your personal information in accordance with the *Privacy Act 1988 (Cth)*. Our Privacy Policy is consistent with the Australian Privacy Principles (APP) of the *Privacy Act 1988 (Cth)* and the Office of the Australian Information Commissioner's (OAIC) APP guidelines.

### **Information Collection**

The information that we may collect includes your name and date of birth, contact details such as postal and residential addresses, telephone and facsimile numbers, email addresses; and any other electronic communication medium that you may use. Additionally, we may also collect your financial and other information such as tax file number, Australian Business Number (ABN), registered business/trading names, bank account details, shareholder registration number (SRN), Holder Identification Number (HIN) etc.

The information that we collect may come directly from you during meetings; in documents provided by you; in telephone, facsimile or email communication, or from personal information submitted when using our website. We may also collect information from party/ies authorised by you.

The information that we collect is so that we can provide our services to you (including circumstances necessary or incidental or generally expected to the provision of our services), or for any other purposes authorised by you.

We may also collect information authorised by law, or required to comply with our legal obligations.

### **Disclosure and Use of Information Collected**

The information that we collect shall be retained for the purpose/s of its original collection, or as required by law.

We shall only disclose your information where authorised by you, or where required by law, or necessary for the provision of services to you such as to our support and professional service providers; including transborder data exchange.

### **Website, apps and Client Portal Users**

When using our website or client portal you may provide us with personal information. We will use all reasonable measures to protect any such information from being used for any other purpose, other than the purpose for which it was intended.

As well as the information you specifically provide above, we may gather statistics on the web site to collect information about the number of visitors coming to the site and their location. No identifying information is collected during this process. We use this information for statistical purposes only.

We may also use 'cookies'. Cookies are small files which are stored on a user's computer. They are designed to hold a modest amount of data about a user's preferences. This allows the website to deliver a page tailored for a particular user, or the page itself can contain some script which is aware of the data in the cookie and so is able to

carry information from one visit to the website (or related site) to the next. It is possible to have your internet browser refuse cookies, but that may reduce the functionality.

### **Employees and Potential Employees**

When recruiting and employing staff, we collect personal information such as your name, address details, telephone numbers, email address and other information specific to the recruiting/ employment activities. This can include, but is not limited to previous work experience, education, references, tax file number and superannuation details.

### **Third Party Links**

Where there are links, redirection or recommended searches to other websites not associated with us, then our Privacy Policy does not apply, and we recommend that you view their privacy policy before sharing or providing your personal information to them.

### **Data Security**

We have taken reasonable actions to protect the information that we collect from misuse, loss, unauthorised access and modification, and disclosure. However because the internet is unsecured, we do not guarantee the security of any information sent to us via electronic medium. Additionally as we use cloud technology in providing our services to you, and while our cloud service provider has implemented the necessary protocols to safeguard data under their care; we are not responsible for the security procedures adopted by our service providers.

### **Correction of Information Collected**

We will endeavour to maintain the quality of information we hold about you. Unless prevented by law, you can access information that we collected about you, and update any details that are inaccurate or out-of-date.

### **Policy Update**

We reserve the right to update our Privacy Policy to ensure its continued compliance with legislative requirements and our legal obligations.

### **Contact Us**

We welcome any comments, complaints and feedback from you regarding our Privacy Policy, and can be contacted at [TheTeam@hmaccountants.com.au](mailto:TheTeam@hmaccountants.com.au) or via telephone on 02 4962 2088.

We will deal promptly with any complaints and if we cannot resolve the complaint to your satisfaction within a reasonable time, you or we may refer the complaint to the Office of the Australian Information Commissioner.