

# **Fleur Scott CPA - Privacy policy**

## **Background**

We appreciate the importance of protecting your personal information and recognise the trust placed in us when you supply your personal information to us. We are bound by the National Privacy Principles ('the NPPs') under the Privacy Act 1988 (Cth) ('Privacy Act') in the way we handle personal information. To comply with the NPPs and in recognition of your trust in us, we have implemented a Privacy Policy. This Policy explains how we handle personal information relating to clients, both past, present & future. Nothing in this policy limits any of our other obligations at law.

## **Scope**

Fleur Scott CPA, including any related bodies corporate, is committed to protecting the privacy and security of personal information obtained from clients. This deals with the collection, use and disclosure of personal information as well as access to personal information and security issues.

## **Definitions**

The expression 'personal information' is used in this policy to refer to information or an opinion about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

## **Collection of personal information**

The type of personal information that Fleur Scott CPA collects about you depends on the transactions you undertake with the organisation. For example we will collect personal information from you if you:

- secure us to handle your taxation and/or accounting affairs
- subscribe to a e-newsletter
- use our website

Generally speaking, the purpose of collection and the minimum information you need to provide, will be conveyed to you at the time of collection.

If you choose not to provide the personal information requested, Fleur Scott CPA may not be able to provide you with the products/services you require.

## **Use and disclosure of personal information**

Your personal information may be used in order to:

- provide the products and services you have requested
- administer and manage service offerings, including charging, billing and collecting debts
- research and develop Fleur Scott CPA's service offerings
- gain an understanding of your information and communication needs in order for Fleur Scott CPA to provide you with a better service
- provide you with access to and information about a range of current and future service offerings

## **When we disclose your personal information**

For the purposes set out above, Fleur Scott CPA may disclose your personal information to third party organisations. The organisations to which Fleur Scott CPA discloses information may include:

- external service providers to whom Fleur Scott CPA has contracted out functions, such as printers, mailing houses, advertising agencies, but only for the purpose of providing the service Fleur Scott CPA has contracted out
- Government and regulatory authorities and other organisations, as required or authorised by law
- Fleur Scott CPA's professional advisers
- Fleur Scott CPA related companies

You may at any time opt out of certain service offerings.

## **Data quality**

Fleur Scott CPA takes all reasonable precautions to ensure that your personal information is accurate, complete and up-to-date. However, the accuracy of that information depends to a large extent on the information you provide.

We recommend that you:

- let us know if there are any errors in your personal information
- keep us up-to-date with changes to your information

## **Data security**

Fleur Scott CPA will take reasonable steps to ensure that your personal information is protected from misuse, loss and from unauthorised access, modification or disclosure.

Fleur Scott CPA's personnel are trained to treat customer information with the utmost confidentiality.

## **You can access your personal information**

Individuals will be able to access their personal information by contacting the offices of Fleur Scott CPA.

Upon request Fleur Scott CPA will provide you with access to your personal information, subject to exceptions stated in the Privacy Act. Fleur Scott CPA reserves the right to charge a fee for searching and providing access to information.

## **Contact us**

Fleur Scott CPA

Phone: (07) 3285 2362

Fax: (07) 3009 0499

Po Box 343

Petrie Qld 4502