

Privacy Policy - NorthCorp Accountants

Effective Date: 13 September 2023

1. Introduction

Welcome to NorthCorp Accountants. This Privacy Policy outlines how we protect your privacy and ensure compliance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles (APPs). We are committed to safeguarding your personal information and providing transparency regarding its collection, use, and disclosure.

2. Amendments to Privacy Policy

This Privacy Policy may be updated periodically to reflect changes in our practices or legal requirements. Please review this policy when accessing our services to stay informed about any modifications. The date at the top of this policy indicates the latest revision.

3. Contact Information

If you have any questions or concerns about this Privacy Policy or how we handle your personal information, please contact our Privacy Officer:

Privacy Officer

Partner: Patrick Brennan

Email: Northcorp@northcorp.com.au

4. Collection of Personal Information

4.1 What Personal Information Do We Collect?

We collect personal information as defined by the Privacy Act. This may include:

- Your name, date of birth, and contact details (address, phone numbers, email).
- Financial information, such as income, expenses, tax-related data, bank account details (when necessary for our services).
- Government identifiers (e.g., TFN).
- Details related to your assets, investments, superannuation, and insurance.
- Educational and employment history.
- Visa or work permit status (when applicable).
- Sensitive information, when required for specific services (e.g., professional memberships, ethnic origin, criminal records, and health information).

We may also gather non-personal information, including website usage data, Internet browser details, operating system information, IP addresses, and survey responses. This data helps us improve our services and website functionality.

4.2 Collection Sources

We primarily collect personal information directly from you or authorized representatives. In some cases, we may collect information from third parties, including employers, family members, representatives, or publicly available records.

5. Use and Disclosure of Information

5.1 Purposes of Use and Disclosure

We collect, use, and disclose personal information for various purposes, including but not limited to:

- Providing accounting and related services.
- Responding to requests and queries.
- Maintaining client relationships.
- Keeping clients informed about services and industry developments.
- Sending event notifications.
- Administrative purposes.
- Recruitment and employment-related activities.
- Engaging service providers, contractors, or suppliers.
- Managing conflicts of interest and regulatory obligations.
- Conducting surveys and seeking feedback.
- Complying with legal obligations.
- Corporate transactions (e.g., sale, merger, acquisition).
- Marketing and promotional activities (with your consent).

By providing your personal information, you consent to these uses and disclosures, including sending marketing material. You can opt-out of receiving such material at any time.

5.2 Disclosure to Third Parties

We may share your personal information with:

- Third parties providing administrative or business management functions.
- Our business partners and associates.
- Entities considering acquiring an interest in NorthCorp Accountants.
- Professional advisors, contractors, consultants, and related bodies corporate.

Disclosure is made confidentially or as required by law or with your consent.

6. Access and Correction

6.1 Accessing Your Information

You have the right to access and correct your personal information. To do so, please contact our Privacy Officer. We aim to respond to all requests promptly. Note that reasonable charges may apply for extensive data retrieval or presentation.

6.2 Ensuring Accuracy

We take steps to ensure the accuracy, completeness, and relevance of your personal information. If you believe any information, we hold about you is inaccurate, please contact us, and we will make corrections as needed.

7. Information Security

We maintain industry-standard technology and operational security measures to protect your personal information from misuse, loss, unauthorized access, modification, or disclosure.

8. Visitors' Questions and Complaints

If you have privacy-related questions, concerns, or wish to file a complaint about a potential breach of this Privacy Policy or the APPs, please contact our Privacy Officer at the provided email address. We take all complaints seriously and will respond within a reasonable timeframe.

If you believe we haven't adequately addressed your complaint, you may contact the Office of the Australian Information Commissioner.

9. Additional Information

For more information on privacy and data protection, visit the Office of the Australian Information Commissioner's website at www.oaic.gov.au