

## **Privacy Policy**

At Champion's Business Growth Advisers Pty Ltd we appreciate the importance of protecting your personal information. Our Privacy Policy complies with the Australian Privacy Principles set out in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and explains how your personal information will be managed when dealing with our firm.

### **For what purpose do we collect your personal information?**

Champion's collects personal information, such as your name and contact details, your tax file number, your Medicare and/or private health fund details, employment details, industry expertise, your credit card, debit card or bank account information and details of your dealings with us, for the primary purpose of advising and representing you in accordance with your instructions, including for the purposes of annual compliance (tax and accounting) work and/or business management work. We also collect your personal information to assist you in meeting your ASIC statutory obligations (if necessary).

Information is only collected:

- if reasonably necessary for Champion's operations
- by lawful and fair means and not unreasonably obtrusively
- where practicable, only from the individual concerned.

Champion's takes reasonable steps to ensure you are aware of:

- the likely use of the information;
- the right of access to the information;
- the identity and contact details of the organisation;
- any law requiring collection of the information; and
- the main consequences of failure to provide the information.

### **How might we use and disclose your personal information?**

Champion's may disclose your personal information:

- for the primary purpose for which it was collected, ie advising and representing you in accordance with your instructions, including for the purpose of annual compliance (tax and accounting) work and/or business management work; or,
- where you would reasonably expect this; or,
- where you have consented.

Champion's does not disclose your personal information for any secondary purpose unless your consent has been given or as required by law.

**How is your personal information kept accurate and up-to-date?**

Champion's takes steps to ensure information is accurate and up-to-date by updating its records whenever changes to the data come to its attention. Champion's disregards information that seems likely to be inaccurate or out of date by reason of the time which has elapsed since it was collected or by reason of any other information in its possession.

**Is your personal information secure?**

Champion's protects your personal information from misuse or loss by restricting access to the information in electronic format and by appropriate physical and communications security. Any data destroyed is disposed of in a manner that protects the privacy of information in an appropriate manner.

**How is unsolicited information dealt with?**

Champion's takes all reasonable steps to ensure that all unsolicited personal information is destroyed immediately.

**Do you have access to your personal information?**

Champion's acknowledges that individuals have a general right of access to information concerning them, and to have inaccurate information corrected. Access to information is subject to client confidentiality and legal professional privilege.

**Is your personal information sent overseas?**

Champion's does not send personal information outside Australia, except in individual cases where necessary for the purpose of particular matters and in accordance with client instructions. Champion's ensures such disclosures are subject to the same privacy protection as within Australia.

**Do we collect sensitive information?**

Champion's does not collect sensitive information unless it is specifically relevant and necessary for the purpose of advising or representing a client. All sensitive information is collected and used in accordance with this privacy policy. Champion's does not use government identifiers (eg. tax file numbers) to identify individuals.

**Who should you contact for further information?**

Should you have any queries or require additional information please contact our office.