

## Privacy Policy

Effective 1 December 2008

### 1. Introduction

This privacy statement applies to BM&Y which control and make use of personal information collected by the staff of BM&Y, via its web-site or through personal contact via telephone, email or fax.

This statement is provided in accordance with the Privacy Act and the National Privacy Principles which are set out in that Act.

### 2. Information Collection

The type of information collected and held by BM&Y pertaining to individuals and entities include the following:

- Name
- Date of birth
- Address, including email addresses
- Telephone and Fax numbers
- Occupation
- Gender
- Details of next of kin, spouse and children
- Tax File Number
- ABN, ACN
- Financial data
- Previous correspondence with government bodies
- Statutory certificates of registrations

This information may come from the following sources:

- Potential and existing employees and their authorised representative
- Potential and existing clients and their authorised representative
- Parents of minors
- Independent contractors
- Public domain Registers

#### Sensitive Information

It is not our practice to collect and hold sensitive information relating to race, ethnicity or country of origin, physical or mental health, sexual orientation, political opinions and beliefs, religious opinions or beliefs, association memberships and criminal records.

BM&Y will, where necessary, collect and use such information only with the explicit consent of the individual concerned.

### 3. Information Use

BM&Y collects and uses personal information, only by lawful and fair means, in order to fulfill our contractual agreement with you, i.e. to consider applications from potential employees, and for potential and existing clients - to prepare and lodge financial statements, tax returns, activity statements and other ATO and ASIC statutory compliance forms.

We pride ourselves as being a professional firm of the highest integrity and therefore any information collected will be treated in strict confidence and will be held with utmost care and confidentiality.

### 4. Disclosure to Third Parties

Where it is appropriate and necessary, all personal information collected by BM&Y will be disclosed to the relevant statutory authorities and other third parties, ONLY with prior approval and/or written consent of the individual or their authorised representative, except in circumstances where disclosure is required under law as part of a legal investigation matter.

If you require access to your own personal information or require changes and updates to be made, please contact the Accountant responsible for handling your affairs.

### 5. Information Quality & Security

BM&Y will take all reasonable steps to ensure that the personal information we collect, use or disclose is accurate, complete and current.

BM&Y will also take all reasonable steps to protect the personal information it holds to prevent unauthorised access, misuse or loss.

### 6. Identifiers

It is not our policy to adopt Commonwealth identifier numbers, such as Tax File Numbers, Veteran Affairs or passport numbers, as the identifier of an individual.

### 7. Complaints

If you have any complaints about our privacy practices and wish to make a complaint about how your personal information is managed, please contact the Manager – HR & Finance at:

BM&Y  
230 Rokeby Road  
Subiaco WA 6008  
Tel : +61 8 9346 9100  
Fax : +61 8 9346 9101  
Email : [bmy@bmy.com.au](mailto:bmy@bmy.com.au)

BM&Y will take all reasonable steps to ensure that your complaint will be investigated and any matters resolved in a timely and responsible manner.