

## **STATEWIDE BUSINESS PRIVACY POLICY**

### **We respect and protect your privacy**

Thank you for visiting our web site and reviewing our privacy policy. We have created this Privacy Policy in order to demonstrate our firm commitment to your privacy.

The following policy sets out our policies for the gathering of information and our approach to the dissemination of such information.

We reserve the right to modify this Privacy Policy at any time. If this Policy is changed, the changes will be posted on the Site and we will not separately notify you of these changes.

### **What personal information do we collect?**

'Personal information' means information or an opinion about an individual whose identity is apparent or can reasonably be ascertained.

We will ask you when we need you to provide further personal information for any reason. We will only collect information that is related to the services that you ask us to provide to you and your information will not be made available to any third party without your consent.

### **What will we tell you when we collect your personal information?**

Whenever we collect information from you, we will do everything we can to let you know:

- how to contact us;
- why we are collecting the information;
- the organisation or types of organisations to which we usually disclose that kind of information;
- if we are required by law to collect the information; and
- the consequences for you if the information is not provided.

When reasonable and practicable to do so, we will collect personal information directly from you or someone authorised by you and not from third parties.

### **How do we use personal information collected from you?**

We will only collect the personal information that we need to deliver and improve the services that we provide. Generally, those services relate to accounting, taxation, financial planning, finance and business services.

We may use your email address for the purpose for which you provide it. We may also use your email address to confirm receipt of emails sent to us.

We will not use personal information about you for any other purpose, without first obtaining your consent.

### **Who will see or have access to your personal information?**

Unless we are required to provide your personal information to others for purposes of public safety and law enforcement, your information will only be seen or used by persons working at or for Statewide Business or our contracted service providers.

### **How do we keep your personal information secure?**

We will take reasonable steps to ensure the security of any information you provide to us. Any information we collect is stored in a secure environment and protected via firewalls and network security features. The information is accessed only by persons working at or for Statewide Business, and our contracted service providers.

However, the open nature of the Internet is such that information exchanged via the Internet may be accessed and used by people other than those for whom the data is intended. If you send us any information, including your email address, it is sent at your own risk, as it may not necessarily be secure against interception. Wherever possible we use encryption and other data protection techniques when we store or transmit information electronically.

### **Accessing and checking the personal information we hold about you**

We will take reasonable steps to ensure that the personal information we collect from or about you is accurate, complete, and up to date whenever it is used, collected or disclosed. You are entitled to access your information if you wish and subject to any legal restrictions we would be happy to advise you what personal information we hold about you if you request this. There may be some cost to you to cover the cost of retrieving and processing the information. We rely on the accuracy of the information you provide to us. If you think that we may hold information about you that is incorrect in any way, please contact us and we will correct any errors or inaccuracies where required.

If at any time you wish to know what information we are holding about you, you are welcome to request your details by contacting our office (see details below).

### **Contacting Us**

If you have any comments or suggestions regarding our website or this Privacy Policy, please contact our office.

#### **Contact Details**

Address: PO Box 21, Meningie 5264  
Telephone: 8575 2200  
Facsimile: 8575 1110  
Email: [admin@statewidebusiness.com.au](mailto:admin@statewidebusiness.com.au)