

Ponti Partners – Privacy Policy

PRIVACY POLICY & INFORMATION STATEMENT

Ponti Partners respects your right to privacy and it is important to us that all personal information we collect about you and your organisation is secure. Ponti Partners has created this Privacy Policy and Information Collection Statement (together referred to as "this Privacy Policy") in order to demonstrate its firm commitment to privacy.

Ponti Partners is bound by the Privacy Act and the Australian Privacy Principles (APP's).

Ponti Partners will update this privacy policy as required. If it is changed, the changes will be posted on our website so that you are always aware of the type of information collected, how the information may be used, and under what circumstances it may be disclosed by Ponti Partners.

Please note that if at any time Ponti Partners is required by law to release information about you or your organisation, Ponti Partners must cooperate fully.

This Privacy Policy does not apply to acts or practices of Ponti Partners that are directly related to employee records of current or former employees.

WHY DOES PONTI PARTNERS COLLECT INFORMATION AND HOW IS YOUR INFORMATION USED?

Ponti Partners collects information directly from you or your organisation when we are engaged to provide accounting, taxation, audit, financial planning and management consulting services.

Ponti Partners also collects information pertaining to your financial affairs from third parties such as banks, financial institutions, insurance companies, suppliers and customers of your business and other industry regulatory bodies. This information is collected in order to complete the various services that you have engaged us to perform. We also collect information via e-mail that relates to you or your business affairs.

Ponti Partners also uses the information collected to send you information relating to you or your business (either by post, fax or e-mail) that you have requested. If at any time you receive material that you did not request or do not want to receive any more, please refer to the Correcting and Updating Your Profile below.

WHAT HAPPENS IF YOU DO NOT PROVIDE INFORMATION?

If we do not collect requested information from you we are unable to complete the work that you have engaged us to perform. As a result:-

- We may be unable to satisfy the statutory reporting requirements as set down by the industries regulatory bodies, on your behalf. Consequently significant penalties may be incurred, and
- We cannot provide accurate advice and consulting services to you, which may be to the detriment of your business in the long term.

WHO DOES PONTI PARTNERS DISCLOSE INFORMATION TO?

Ponti Partners will not sell, rent, trade or otherwise supply to third parties any information relating to you or your business obtained from you without your consent.

Ponti Partners develops aggregate reports which may incorporate some of the information collected. These reports are for use by our business partners. However, these reports do not include personally identifiable information.

HOW WILL PONTI PARTNERS KEEP YOUR INFORMATION SECURE?

Ponti Partners have security measures designed to protect against loss, misuse and/or alteration of any information under its control. These include:-

- Premises that are fully secured with security keys and access codes required for entry.
- Access to our computer systems are restricted and all data is password protected.
- All Ponti Partners employees, as part of their employment contracts, are required to sign confidentially agreements. These agreements are specifically designed to protect the privacy of our clients and their businesses.

CORRECTING AND UPDATING YOUR PROFILE

Ponti Partners gives you the following options for accessing and modifying information previously provided:

- You may gain access to information that Ponti Partners has collected about you and your business, by contacting the partner responsible for your affairs. Ponti Partners will not charge you for responding to such a request, unless costs are incurred in providing the information.
- You may email any changes to your personal or business details to the Ponti Partners office.

CONTACTING

If you have any questions regarding our privacy policy please contact the partner who is responsible for your affairs.