

DAWSON & PARTNERS PRIVACY POLICY

The collection of personal information about individuals by organisations is governed by the Privacy Act 1988 (the Privacy Act) which contains a national scheme for the collection, use, correction, disclosure and transfer of personal information by organisations in the private sector.

Dawson & Partners has created this privacy policy ("Privacy Policy ") in order to demonstrate its firm commitment to privacy.

1. This Privacy Policy applies to personal information collected by Dawson & Partners.
2. Dawson & Partners is bound by the Privacy Act and the Australian Privacy Principles (APPs).
3. Dawson & Partners will update this Privacy Policy as required. If it is changed, the changes will be posted on the company's website so that you are always aware of the sort of information collected, how the information may be used, and under what circumstances it may be disclosed by Dawson & Partners.
4. Please note that if at any time Dawson & Partners is required by law to release information about you or your organisation, Dawson & Partners must cooperate fully.

What Sort of Information Does Dawson & Partners Collect And Hold?

1. Dawson & Partners collects information that is necessary and relevant to provide you with our professional services.
2. The type of information collected from you includes:
 - Name
 - E-mail address
 - Residential and/or postal address
 - Date of birth
 - Contact details
 - Occupation
 - Bank account details
 - Financial details
 - Employer
 - Tax file number
3. We will not collect any personal information about you except where you have knowingly provided that information to us or we believe you have authorised a third party to provide that information to us;

What Happens If You Do Not Provide The Information?

You are not required to give us the information that we request. However, if you do not give us the information that we ask for, or the information you give is not complete or accurate, this may delay or adversely affect the quality or accuracy of the services we provide to you.

How Does Dawson & Partners Collect The Information And How Is It Used?

1. Wherever practicable, we will only collect information from you personally, for example when we deal with you in person or over the phone or when you send us details via correspondence. Sometimes it may be necessary to collect your personal information from a third party. An example of this could be from a personal representative or from publically available records.

2. Dawson & Partners collects personal information for a number of purposes:
 - To provide professional services
 - To provide accounting service and solutions
 - To respond to requests
 - To maintain contact with our clients and other contacts
 - To keep our clients and other contacts informed of our services, industry developments and notify them of seminars or other events
 - For administrative purposes

To Whom Does Dawson & Partners Disclose Your Personal Information?

1. Dawson & Partners will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you unless you consent.
2. We will disclosure your personal information if required by law

How Will Dawson & Partners Keep Your Personal Information Secure?

Dawson & Partners has security measures designed to protect against the loss, misuse and/or alteration of the Information under its control through the use of secure systems, user logons and passwords.

Correcting and Updating Your Personal Information

You have rights under the Australian Privacy Principles to request access to and correction of information we hold about you. If you find an error in the information held about you, or you think certain information is missing, you can notify us and we will make appropriate amendments. We encourage you to advise us of any personal detail changes as they occur.

Complaints

If you believe that we have mishandled your personal information, in turn, breaching the APP's, you may lodge a complaint with us. The complaint should be addressed to the Privacy Officer. Refer to contact section for details.

In the event that you are dissatisfied with our handling of a complaint or the outcome you may make an application to the Information Commissioner. You can lodge a written complaint with the Information Commissioner by:

Submitting an online form through the Information Commissioner's website: www.oaic.gov.au

- Submitting a hard copy form which can be obtained from the wesite
- Fax to 02 9284 9666
- Email at enquiries@oaic.gov.au

How to Contact Us

If you have any questions about this Privacy Policy, please contact:

Privacy Officer
92 Cooper Street, Cootamundra NSW 2590
Telephone: 1300 885 761
Fax: 1300 885 931
enquiries@dawson.com.au