

Cummings Flavel McCormack

Privacy Policy

Cummings Flavel McCormack, Chartered Accountants, is strongly committed to protecting your privacy.

Cummings Flavel McCormack is bound by the *National Privacy Principles* as set out in the Privacy Act 1988 (as amended by the Privacy Amendment (Private Sector) Act 2000).

The information below provides an outline of how we will protect your privacy.

Collection of your personal information

In the course of our activities we may collect your personal information for the purpose of carrying out services that you have engaged us to provide to you. When you send correspondence to us or to an employee of Cummings Flavel McCormack, we collect and store the details and the contents of the correspondence.

Most of your personal information will be collected directly from you and we will only collect this information if it is necessary to perform one or more of our functions or activities. In some situations we will collect personal information from a third party, such as the Australian Taxation Office, or from your financial institution, financial planner or solicitor. In these situations we will inform you of the information received from the third party.

Typical personal information that we may collect would be your name, contact details, gender, date of birth, tax file number, ACN, ABN, ARBN, employment details, account and business records and assets and liabilities.

Use and disclosure of your personal information

The personal information that Cummings Flavel McCormack collects about you will only be used or disclosed for the following purposes:

- € To assist us to provide you with the primary services that you have requested;
- € To help us with a secondary purpose that is related to the primary services requested but only if you would reasonably expect us to use or disclose your information for this secondary purpose; or
- € To send you information that you have not specifically requested, such as our regular newsletter or other information we consider relevant to your business. If you receive informative material from us that you do not want to continue receiving we ask that you please let us know by email at enquiries@cfmc.com.au or write to us at Level 15, 390 St. Kilda Road, Melbourne VIC 3004.

Other than in the above circumstances, Cummings Flavel McCormack will only use or disclose your personal information if:

- € Your consent has been obtained (expressly or implied); or

