



Chartered Accountants | Business Advisors

## **PRIVACY POLICY**

### **Introduction**

Johnson's MME believes the responsible use of personal information is critical to the business objectives of our clients and the firm. Johnson's MME has created this Privacy Policy and Collection Statement (together referred to as this "Privacy Policy") in order to demonstrate its commitment to maintaining the privacy and confidentiality of personal information.

Johnson's MME is bound by the Privacy Act 1988 and the Australian Privacy Principles (APPs) contained therein.

We endeavour to manage any data we collect from you in accordance with the GDPR where applicable.

Johnson's MME will update this Privacy Policy as required. If it is changed, the changes will be posted on Johnson's MME'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.

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

This Privacy Policy does not apply to acts or practices of Johnson's MME that are directly related to employee records of current or former employees.

### **What sort of information does Johnson's MME collect?**

Johnson's MME collects personal information when you engage the organisation so that we may provide you with taxation, business, consulting, audit, superannuation and financial planning services.

The type of personal information Johnson's MME collects includes:

- Name
- Gender
- Date of birth
- Address (including e-mail address)
- Tax file number
- Personal financial information eg. Shareholdings, bank account details
- Occupation
- Details of next of kin including spouse and children's names

Where possible, Johnson's MME will collect personal information about an individual only from that individual.

We collect personal information in order to comply with our legal obligations under the contractual arrangements we have with you, and to ensure compliance with your legal obligations in respect of taxation and statutory returns. Johnsons MME may collect sensitive information about you (such as membership of professional or trade association, ethnicity, religion, health). Such information will only be collected if it is necessary for the performance of one or more of our activities or functions. We will only collect sensitive information with your consent.

### **What happens if you do not provide the information?**

You are under no obligation to provide Johnsons MME with your personal information. However, if you choose not to provide us with necessary personal information we may be unable to provide the service requested.

### **Why does Johnsons MME collect the information and how is your information used by us?**

Johnsons MME collects personal information to provide you with a specific service. For example, we may use the information you provide us to complete your annual tax return or prepare your annual financial statements.

Johnsons MME also uses your personal information to send you information that is related to the primary purpose of collection or at your request. For example, we may provide you with details regarding recent changes to taxation legislation or of your obligations as an employer. If at any time you receive material that you did not request or do not want to receive such material any more, see Correcting and Updating Your Profile below.

We may also use your personal information to market our related services. In each direct marketing communication we will provide you with an ability to express a wish not to receive any further direct marketing communications.

### **Who does Johnsons MME disclose personal information to?**

Johnsons MME will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you unless you consent.

If information needs to be accessed by a third party, that access shall be limited to the extent necessary for the third party to provide services to us or to perform its functions. Any third parties engaged by our firm are held to strict duties of confidentiality and to the same privacy obligations as Johnsons MME itself. In all other situations, Johnsons MME will only disclose personal information to a third party if permitted by law and the NPP.

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

Johnsons MME develops aggregate (i.e. not individual) reports which incorporate some of the information. The reports are for use by our business partners. However, these reports do not include any personally identifiable information.

## **How will Johnsons MME keep your personal information secure?**

Johnsons MME takes all reasonable steps to protect against the loss, misuse and/or alteration of the personal information under its control. Security and confidentiality of personal information is ensured in both the physical and electronic environment through measures including restricted access, firewalls, encryption and clauses in employee agreements requiring confidentiality.

Johnsons MME takes all reasonable steps to destroy or permanently de-identify personal information if it is no longer needed.

### **Transborder Data Flows**

Johnsons MME will only transfer personal information about an individual to a third party who is in a foreign country in specified circumstances. This would include:

- Where the individual consents to the transfer; or
- Where Johnsons MME has taken reasonable steps to ensure that the information which it has transferred will not be held, used or disclosed by the recipient of the information inconsistently with the NPPs.

### **Correcting & updating your profile**

Johnsons MME believes the quality of the information we maintain is critical to our ability to achieve our client's goals. Johnsons MME gives you the following options for accessing and modifying information previously provided.

- a. You may gain access to information that we have collected about you, by contacting the person named below. We will not charge you for responding to such a request, unless we incur costs in providing the information.
- b. If you believe that information we hold about you is incorrect or has recently changed, we ask that you contact us so we can update our records.

### **Complaint Handling**

A complaint by an individual regarding an alleged breach of privacy in relation to their personal information by Johnsons MME should be made in writing and forwarded to the Privacy Officer.

### **Contacting Us**

If you have any questions about this Privacy Policy, please

contact: Privacy Officer  
Johnsons MME  
PO Box 375  
ALBURY NSW 2640  
Ph: 02 6023 9100  
E. [contactus@jmme.com.au](mailto:contactus@jmme.com.au)