

Privacy Policy & Collection Statement

YOUR PRIVACY IS IMPORTANT TO US

- ◆ BMR Business Solutions has created this Privacy Policy and Collection Statement in order to demonstrate its firm commitment to privacy.
- ◆ BMR Business Solutions will update this privacy policy as required. If it is changed, the changes will be advised to you.
- ◆ If at any time BMR Business Solutions is required by law to release information about you or your organisation, we must cooperate fully.

WHAT SORT OF INFORMATION DO WE COLLECT AND HOW IS IT USED?

- ◆ BMR Business Solutions collects personal information about you when you engage us to provide you with our various services. These services include accounting, financial planning, taxation, audit and other accounting and taxation related services. (Note: Taxation law requires us to collect personal information to complete your income tax return.)
- ◆ BMR Business Solutions also uses your personal information to send you information (either by e-mail or post) that you request. 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**.

WHAT HAPPENS IF YOU DO NOT PROVIDE US WITH PERSONAL INFORMATION?

- ◆ We cannot provide you with appropriate services if we do not receive the personal information we request.

WHO DO WE DISCLOSE PERSONAL INFORMATION TO?

- ◆ BMR Business Solutions will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you unless you consent.

HOW WILL WE KEEP YOUR PERSONAL INFORMATION SECURE?

- ◆ BMR Business Solutions has security measures designed to protect against the loss, misuse and/or alteration of the Information under its control. These security measures include restricted access, confidentiality clauses in employee agreements and security systems.

CORRECTING & UPDATING YOUR PROFILE

- ◆ You may change or update the personal information that we have collected about you, by contacting the person named below. We reserve the right to charge a fee for responding to such a request.

CONTACTING

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

- ◆ Brett Robinson (*details below*)

If you do not notify us otherwise before next dealing with us, you confirm agreement to the above on your own behalf and/or on behalf of those you represent.

Name

Signature

___/___/___
Date



Liability limited by scheme approved under Professional Standards Legislation