



AMS Accountants

AMS Accountants Pty Ltd
13 Barrine Crescent
CALOUNDRA WEST QLD 4551

PRIVACY POLICY

1. What is a privacy policy?

A privacy policy is a document that states how a firm, in this case AMS Accountants Pty Ltd (“AMS Accountants”), collects information about its clients, what information it collects, and what it does with that information.

2. What is personal information?

The Privacy Act 1988 defines personal information as “information or an opinion, whether true or not, and whether recorded in a material form or not, about an identified individual, or an individual who is reasonably identifiable”.

3. What is AMS Accountants’ approach to privacy and personal information?

AMS Accountants endeavour to protect your privacy and personal information at all times. We give a commitment to adhere to the Australian Privacy Principles and any applicable laws, regulations codes etc. when collecting, using, disclosing, securing and providing access to personal information.

4. Types of personal information that AMS Accountants may collect include, but is not limited to:

- Your Individual and/or your entity’s identity and contact details.
- Financial and income information including tax file numbers.
- Australian Business Number.
- Date of birth.
- Financial records.
- Bank account details.
- Business associate details.
- Family details.

5. Who this Privacy Policy does not apply to:

This privacy policy does not apply to information about companies and partnerships unless, and to the extent that, the information is specific to identifiable individuals of the company or partnership.

6. Is it compulsory to provide your personal details?

The law does not require that we collect your personal information, however if you do not provide us with your relevant personal information, we may not be able to effectively provide you with the services that you require. We will only collect, maintain and use personal information about you if it is necessary for us to provide you with the services that you have requested.



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7. How does AMS accountants collect and store your personal information?

We may collect personal information from you by hard copy, electronically or verbally. Your collected personal information is stored electronically.

8. What AMS Accountants does with your personal information:

- AMS Accountants collect, hold, use and disclose your personal information to perform accounting and tax agent related tasks that are requested by you, and to establish and administer entities and superannuation funds that you request.
- AMS Accountants may use this personal information to send you newsletters and reminders.
- AMS Accountants may agree to disclose your personal information to third parties such as your bank, at your request.
- AMS Accountants will disclose your personal information if required to do so by law.

9. What AMS Accountants will not do with your personal information:

We will not sell, rent or trade your personal information to others.

10. Who will have access to your personal information?

- AMS Accountants partners and employees.
- External parties contracted to AMS Accountants. These contractors must agree to abide by the AMS Accountants Privacy Policy before they are granted any contract work. We will do our best to ensure that they will protect you information in the same way that we do.
- IT contractors may have access to your personal information during IT maintenance, but must also agree to abide by the AMS Accountants Privacy Policy before they are granted any work. These contractors usually work under the supervision of an AMS Accountants' staff member.

11. Can you get access to your personal information held by AMS Accountants?

Yes, you can access your personal information, and we can provide you a copy of this information except under the following circumstances;

- a) Providing access would be unlawful.
- b) Denying access is required by, or authorised by law.
- c) Providing access would have an unreasonable impact on the privacy of any individual.

To request a copy of your personal information, please contact the Privacy Officer at AMS Accountants on 07 5438 9314 or write to;

The Privacy Officer
AMS Accountants Pty Ltd
13 Barrine Crescent
CALOUNDRA WEST QLD 4551

12. Website

When you come to our website we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.



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We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website.

Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords. These ads may appear on this website or other websites you visit.

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that we are not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

13. Does this privacy policy get upgraded by AMS Accountants?

Yes, this document is not static and may be updated or changed by us for any reason at any time. We suggest you revisit this page regularly to view the latest version.

14. Updating your personal information:

If you believe that your personal information that is held by needs updating or correcting, please contact the Privacy Officer at AMS Accountants on 07 5438 9314 or write to;

The Privacy Officer
AMS Accountants Pty Ltd
13 Barrine Crescent
CALOUNDRA WEST QLD 4551

15. Concerns or complaints:

For any concerns or complaints, please contact the Privacy Officer at AMS Accountants on 07 5438 9314 or write to;

The Privacy Officer
AMS Accountants Pty Ltd
13 Barrine Crescent
CALOUNDRA WEST QLD 4551

If you are not satisfied with the way that we deal with your complaint, or you are unhappy with the outcome, you can contact the Privacy Commissioner on 1300 363 992 or;

The Privacy Commissioner
GPO Box 5218
SYDNEY NSW 2001

16. Your Consent

By engaging our services, you consent to the collection and use of your personal information that you have provided to us, for the purposes described above.