



HHH PARTNERS

CHARTERED ACCOUNTANTS

Privacy Policy

This Privacy Policy applies to the operations of HHH Partners and explains how we manage your personal information. We safeguard your privacy and the confidentiality of your personal information and are bound by the Australian Privacy Principles which are set out in the Privacy Act 1988 (Cth) (Privacy Act) and the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth).

Kinds of Personal Information we collect and hold

Personal information is any information or an opinion about you, or which could reasonably be used to identify you. HHH Partners collects personal information that is reasonably necessary to provide services for you to conduct your financial affairs.

Types of personal information we generally collect may include:

- Your name, address, date of birth, tax file numbers and contact details
- Nature of your business
- Relevant professional qualifications, memberships and other accreditations
- Where relevant, information about family relationships and business-related connections, and
- Financial records.

HHH Partners does not collect any information which is not reasonably necessary for, or relating to, the purpose for which we have been engaged or may be engaged.

How Personal Information is collected and held

HHH Partners collects personal information that has been provided to us by clients or prospective clients, associates of clients, our suppliers or potential suppliers, our employees or potential employees, or is available on the public domain to assist in providing services to current or prospective clients.

HHH Partners also collects information relating to your financial affairs from third parties such as financial institutions, Australian Taxation Office (ATO), Australian Securities and Investment Commission (ASIC) and other regulatory bodies, insurance companies, solicitors, investment companies, software providers, suppliers and customers of your business.

How is your Information used

HHH Partners use your information to:

- Provide core accounting, financial and investment services to clients and potential clients
- Provide marketing information such as newsletters and product/service offers to clients and potential clients
- Comply with statutory obligations
- Deal with enquiries and complaints.

We do not rent or sell personal information under any circumstances.



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Disclosure of Information

HHH Partners does not disclose to a third party, unless requested by you, any personal information relating to you or your business except as necessary to carry out our business providing services to clients or to comply with legal processes which may include:

- Court orders, garnishees, subpoenas etc
- ATO and ASIC requirements including appointed Company Administrators and Liquidators
- Superannuation Fund administrators.

How your Information is held and secured

Your personal information is held in our computer systems, databases and paper records. HHH Partners will take all reasonable steps to protect against the incorrect use or loss of personal information. Physical and electronic security strategies include:

- Fully secured premises with access codes required for entry
- Full after-hours security monitoring service
- Restricted password protected computer system.

All HHH Partners staff are required to sign confidentiality agreements which are specifically designed to protect the privacy of clients.

Accessing and updating your Information

We endeavour to keep your personal information accurate and up-to-date.

If you wish to gain access to your information, modify information previously provided to HHH Partners or lodge a complaint about a breach of your privacy, please contact our Office Manager. Contact details are:-

Phone (07) 4983 9999
Fax (07) 4983 9909
Email Admin@hhhpartners.com.au