

GILLESPIE GROUP PRIVACY POLICY

At Gillespie Group we are committed to protecting your privacy in accordance with the Privacy Act 1998 (Cth). This Privacy Policy describes our current policies and practices in relation to the handling and use of personal information.

What information do we collect and how do we use it?

We will ask you for personal information when you become a client of Gillespie Group. We use the information you provide to advise and assist you with your needs. We do not share information about you with other business or government agencies without your permission unless it;

- is necessary to provide you with a service that you have requested
- is required or authorised by law
- will prevent or lessen a serious and imminent threat to somebody's health

We also use your information to send you requested product information and to enable us to manage your ongoing relationship with us e.g. invoicing, client surveys etc. We may do so by mail or electronically unless you tell us that you do not wish to receive electronic communications.

We may occasionally notify you about promotions, new services and special offers, events or articles we think will be of interest to you. We may send you regular updates by email or by post. If you would rather not receive this information, email or write to us.

We may also use your information internally to help us improve our services and help resolve any problems.

What if you don't provide some information to us?

If you don't provide us with full information, we will not be able to properly advise or assist you with your needs.

How do we hold and protect your information?

We strive to maintain the reliability, accuracy, completeness and currency of the personal information we hold and to protect its privacy and security. We keep personal information only for as long as is reasonably necessary for the purpose for which it was collected or to comply with any applicable legal or ethical reporting or document retention requirements.

We hold the information we collect from you in a secure lockable file cabinet located in our office and through encrypted electronic files.

We ensure that your information is safe by security card access to the premises, lockable filing cabinets and encryption on all electronic files. All office computers have high security passwords.

Will we disclose the information we collect to anyone?

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



Chartered Accountant

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We may need to provide your information to our credit licensee, franchisor e.g. for administration and supervision activities, contractors who supply services to us e.g. to handle mailings on our behalf, or to other companies in the event of a corporate sale, merger, reorganisation, dissolution or similar event. However, we will do our best to ensure that they protect your information in the same way that we do.

We may also provide your information to others if we are required to do so by law or under some unusual other circumstances which the Privacy Act permits.

How can you check, update or change the information we are holding?

Upon receipt of your written request and enough information to allow us to identify the information, we will disclose to you the personal information we hold about you. We will also correct, amend or delete any personal information that we agree is inaccurate.

If you wish to access or correct your personal information please write to the Privacy Officer at reception@gillespiegroup.com.au or contact the office on 02 6260 4994.

We do not charge a fee for receiving a request for access to personal information or for complying with a correction request. We do not charge for providing access to personal information.

Your consent

By engaging the services of Gillespie Group and its entities, you consent to the collection and use of the information you have provided to us for the purposes described above.

Tell us what you think

We welcome your questions and comments about privacy. If you have any concerns or complaints, please contact the Privacy Officer on either 02 6260 4994 or at reception@gillespiegroup.com.au.

