

Privacy policy summary

Scope

This summary sets out the key points about how Cashmanagement handles personal information.

Cashmanagement understands the importance of ensuring the responsible use of personal information collected. We consider your privacy to be one of our most important priorities.

We collect, hold, use and disclose personal information to carry out the primary purpose for which the information was collected. Cashmanagement is bound by the Australian Privacy Principles contained in the Privacy Act 1988 (Cth).

Collection of your personal information

We usually collect personal information (including sensitive information) from you during the course of providing services for you. This information includes all personal information we require to be able to provide services to you (including but not limited to your contact details, marital status, occupation and health fund details). You can be certain that the information we receive about you will be treated as strictly confidential.

By using the www.cashmanagement.com.au website, you consent to Cashmanagement collecting personal information from you. We do not collect or use any personal information on visitors to our website through the use of “cookies” or other software or hardware techniques, however, if you use the “contact us” form, your name and email address will be collected in order for Cashmanagement to be able to respond to your query. If you contact Cashmanagement by email, the personal information collected from you will only be used for the primary purpose for which it was collected.

Method of collection

We collect your personal information in client interviews, in writing, by telephone, by completion of our tax checklists and other communications as required. Information is collected through communications with yourself directly, however, should we require further information, we may seek your permission to speak to a third party to obtain the information to perform the services requested.

Disclosure

Cashmanagement uses the personal information only for the primary purpose for which the information was collected.

Cashmanagement does not disclose your personal information to any third parties within or outside Australia unless consent has been received from yourself.

Your protection

Cashmanagement is committed to protecting your privacy. Cashmanagement stores your personal information on a Cashmanagement owned secure data server within Australia and the servers of our software providers. Cashmanagement has IT security measures in place to protect your personal information. Cashmanagement maintains a stringent confidentiality policy to ensure your personal information is protected. All personnel are subject to confidentiality protocols as outlined in Cashmanagement's quality manual and staff are trained regularly on maintaining the confidentiality protocols.

Accessing and correcting your personal information

If you ask, we must give you access to the personal information that we hold about you, and take reasonable steps to correct it if we consider it is incorrect. We will try to make the process as simple as possible.

Complaints and Questions

Should you have any complaints or question regarding this policy or your personal information please write to Cashmanagement and we will respond within 30 days.

How to contact us

You can contact us at:

Practice Manager

Phone: 08 94185562

Postal: 4/2 Ambitious Link BIBRA LAKE WA 6163

Email: info@cashmanagement.com.au

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