

## Driver BAS 'n Tax Privacy Policy

Driver BAS 'n Tax Pty Ltd ACN 626 032 997 (**Driver BAS 'n Tax**) collects, holds, uses and discloses personal information relating to various individuals in the course of marketing its services and running its business. As a service provider to participants in the Australian driver market, protecting the confidentiality and privacy of information is fundamental to Driver BAS 'n Tax's professional relationships.

Driver BAS 'n Tax is bound by the provisions of the *Privacy Act 1988* (Cth) (**Privacy Act**) and the Australian Privacy Principles in its collection, security, storage, use and disclosure of personal information. This document describes how Driver BAS 'n Tax will handle personal information in accordance with the Privacy Act and the Australian Privacy Principles.

### Collection of personal information

#### *Kinds of information collected*

Driver BAS 'n Tax collects and holds personal information in order to provide services to participants in the Australian driver market.

The personal information Driver BAS 'n Tax collects and hold includes details such as an individual's name, contact information, occupation, role, gender, qualification or areas of interest in relation to Driver BAS 'n Tax's professional services or events. Driver BAS 'n Tax may also collect and hold sensitive information about individuals. Driver BAS 'n Tax will only collect and hold sensitive information if the individual has consented or if it is otherwise in accordance with the Privacy Act.

For instance, Driver BAS 'n Tax may collect and hold sensitive information if it is required by law or necessary for the operation of the Driver BAS 'n Tax membership portal.

If you do not provide Driver BAS 'n Tax with the personal information that it requests, Driver BAS 'n Tax may not be able to communicate with you or allow you to purchase, activate and make use of the Driver BAS 'n Tax App.

#### *How information is collected*

Driver BAS 'n Tax may collect your information when, for example, you:

- Subscribe to the Driver BAS 'n Tax App;
- submit an enquiry through the 'Register Now' and 'Contact us' section of Driver BAS 'n Tax's [www.driverbnt.com] webpage;
- attend a seminar or other event provided by Driver BAS 'n Tax;
- make an enquiry about the Driver BAS 'n Tax App;
- advertise on the Driver BAS 'n Tax App; and
- apply for employment with, or to provide services to, Driver BAS 'n Tax.

Driver BAS 'n Tax will collect personal information directly from you to the extent it is reasonable and practicable to do so. However, in some circumstances, Driver BAS 'n Tax may also collect the personal information of an individual from a third party source.

For example, an existing subscriber to the Driver BAS 'n Tax App may provide Driver BAS 'n Tax with the personal information of another individual in relation to the business activities of Driver BAS 'n Tax or the operation of the Driver BAS 'n Tax App.

### **Use and disclosure of personal information**

Driver BAS 'n Tax uses and discloses personal information it collects for the primary purposes of:

- providing services to participants in the Australian driver market; and
- meeting its internal business requirements, including marketing the Driver BAS 'n Tax business; and
- operating the Driver BAS 'n Tax App.

Driver BAS 'n Tax does not usually disclose personal information outside of Australia. Whenever personal information is used or disclosed, it will be in accordance with this Privacy Policy and subject to the law.

### **Storage and security of personal information**

Driver BAS 'n Tax takes all reasonable steps to protect the personal information it holds from misuse and loss and from unauthorised access, modification or disclosure. Most information is held in hard copy or electronic records, which may only be accessed by the directors, employees and consultants of Driver BAS 'n Tax in the performance of their duties.

All directors, employees and consultants are subject to confidentiality obligations as well as being bound by this Privacy Policy.

### **Access and correction of personal information**

Driver BAS 'n Tax will provide you with access to your personal information held by it, unless there is a reason why Driver BAS 'n Tax is not required to do so under the Privacy Act. Under the Privacy Act, you have a right to request access to and correction of your personal information. Driver BAS 'n Tax will correct any inaccurate or out-of-date information within a reasonable time of notification of inaccurate or out-of-date information.

You may make a request to access and correct your personal information by contacting Driver BAS 'n Tax's Privacy Officer by telephone, email or otherwise in writing. Details about how to contact Driver BAS 'n Tax's Privacy Officer are provided at the end of this Privacy Policy. If Driver BAS 'n Tax denies you access to or it refuses to correct your personal information, Driver BAS 'n Tax will provide you with its reasons for its decision.

### **Collection notice for potential employees of Driver BAS 'n Tax**

Driver BAS 'n Tax collects your personal information as part of Driver BAS 'n Tax's process associated with the selection of an individual for employment with Driver BAS 'n Tax.

Your personal information may be collected from you personally or from any employment agency you or Driver BAS 'n Tax employs or any referee whose details you provide.

Driver BAS 'n Tax will not collect sensitive information (for instance about your religious beliefs, your professional or trade association memberships or your health information) unless you volunteer the information and consent to its collection.

If you do not provide all or part of the information Driver BAS 'n Tax requests, Driver BAS 'n Tax may not be able to process your application.

Driver BAS 'n Tax does not ordinarily disclose your personal information to third parties and, if for some unlikely reason this does occur, Driver BAS 'n Tax will do so in accordance with the Privacy Act and Australian Privacy Principles.

You may request access to any of your personal information Driver BAS 'n Tax holds in accordance with this Privacy Policy.

### **Inquiries and complaints about personal information**

You may make a complaint about a breach by Driver BAS 'n Tax of the Privacy Act or the Australian Privacy Principles. Driver BAS 'n Tax will investigate and endeavour to resolve any complaints made by you.

All inquiries and complaints should be addressed to:

Privacy Officer  
Driver BAS 'n Tax  
PO Box 333  
ROZELLE NSW 2039

Telephone: 0407 275 517  
Email: [ask@driverbnt.com]

If Driver BAS 'n Tax is unable to resolve your complaint or you are unhappy with the outcome, you can contact the Office of Australian Information Commissioner through its enquiries line 1300 363 992 or website <http://www.oaic.gov.au/> to lodge a complaint.

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