

# Privacy Policy

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This privacy policy applies to the collection and handling of personal information by OmniTax Professionals Pty Limited (“OmniTax”, “we”, “our”, and/or “us”) (ABN 33 669 605 967) from all sources. The policy relates to personal information that is covered by the *Australian Privacy Act 1988 (Cth)* (“Privacy Act”) - it is not intended to cover information that is not covered by the Privacy Act.

By providing personal information to us or using our Services, you consent to our collection, use and disclosure of your personal information under this privacy policy. Please read the following carefully to understand how we collect and use your information. If you have any questions about this policy or our use of your information, you can contact us at [contact@omnitax.com.au](mailto:contact@omnitax.com.au).

## Information Collection

OmniTax collects and holds personal information from clients, customers, employees, job applicants, contractors, and other individuals. This information is collected for our business purposes only.

The personal information collected by OmniTax could reasonably be used to identify you personally. The main types of personal information OmniTax collects and holds relate to:

- The contact details and organisational roles of our clients, suppliers, and business contacts. Such information includes names, addresses, telephone numbers, e-mail addresses and job titles;
- Personal information collected in the course of providing services to our clients;
- Personal information collected in relation to persons who attend events that we run, sponsor or are otherwise involved in;
- Personal information collected when individuals communicate with us;
- Personal information collected from job applicants when they apply for a job with us;
- Personal information collected from contractors when they perform a role for us;

- Personal information collected from our employees during the course of carrying out our duties and activities as an employer.

Most of the personal information collected by OmniTax is directly from individuals when we deal with them. Such information may be provided in forms filled out by individuals, in person meetings, e-mail messages, telephone conversations or when you use our website. The personal information may also be provided at events we run, sponsor or are otherwise involved in.

We may also collect personal information when it is provided to us by third parties, including personal information contained in materials provided to us in the course of providing our services. When this occurs, we rely on the person providing us with that personal information having the right to do so. Please note that we have no liability or responsibility for the privacy practices or other actions of any third parties from whom we receive any personal information.

## Information Use

We may use the information we collect for any lawful purpose, including the following:

- To perform our obligations under a contractual arrangement with you to deliver the services that you have requested;
- To maintain, operate, customise, and improve our services;
- To comply with any law, regulation, rule, or professional standard;
- To communicate and maintain contact with clients;
- For general management and reporting purposes, such as invoicing and account management;
- For recruitment purposes;
- For purposes related to the employment of our personnel;
- Other purposes related to our business, including for training purposes.

If you choose not to provide us with personal information, we may not be able to do such things.

## Information Sharing or Disclosure

OmniTax limits access to your personal information and does not disclose personal information to other organisations unless:

- Use or disclosure is permitted by this policy;
- It is necessary to do so in connection with a service we are providing;
- To protect the rights of any client of OmniTax or in the interests of OmniTax;
- It is necessary as part of a corporate sale, merger, acquisition, or other transfer of all or part of our assets;
- You give your consent;
- Such disclosure is otherwise required or permitted by law, regulation, rule, or professional standard.

OmniTax may share non-personal or de-identified information for research purposes.

OmniTax does not sell personal information to third parties.

OmniTax uses third parties to help us maximise the quality and efficiency of our services and business operations. This means that individuals and organisations outside of OmniTax may sometimes have access to personal information held by us and may collect or use it from or on behalf of OmniTax. Such third parties may include independent contractors, information technology providers, event managers, credit managers and debt collecting agencies.

## Information Retention

We keep your personal information for as long as it is required for the purposes stated in this privacy policy. When we no longer have a legitimate need to retain your personal information, we will delete, anonymise, or isolate your personal information, whichever is appropriate.

## Information Security

OmniTax's commitment is to protect and respect the privacy of all who engage with us. We may hold your personal information in either electronic or hard copy form.

OmniTax has established reasonable precautions to protect collected personal data from loss, misuse, unauthorised access, disclosure, alteration, or destruction. We have established several contractual, administrative, physical, and technical controls to protect your personal information. We also require our employees and data processors to respect the confidentiality of any personal information held by OmniTax.

OmniTax aims to achieve industry best practice in the security of personal information which it holds.

However, note that data transmission over the internet (including via e-mail) is never completely secure. While we endeavour to protect personal data in accordance with this policy, the confidentiality of any communication or material transmitted to/from OmniTax cannot be guaranteed.

## Privacy on our Website

This policy also applies to any personal information we collect via our website at [www.omnitax.com.au](http://www.omnitax.com.au).

In order to properly manage our website, we may log certain statistics about the users of the website. None of the information specifically identifies an individual and it is used solely to ensure that our website provides the best possible navigational experience for users.

Cookies may be used on our website. Cookies are small texts that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the website. If you are uncomfortable with the use of cookies, you can manage and control them through your browser, including removing cookies by deleting them from your browser history (cache) when you leave the site. In most cases, you can refuse a cookie and still fully navigate our website.

Because OmniTax wants your user experience to be as informative and resourceful as possible, we provide a number of links to websites and embedded content operated by third parties. OmniTax is not responsible for the privacy practices or policies of those sites. We encourage you to review each website's privacy policy, especially if you intend to disclose any personal information via that site. A link to another website is not an express or implied endorsement, promotion or warranty of the products or services offered by or accessible through that website or advertised on that website.

## Privacy Policy Changes

OmniTax operates in a dynamic business environment. We aim to update this privacy policy annually to keep it current. When we update this privacy policy, we will amend the publication date at the top of the policy.

## Dispute Resolution and General Concerns

If you have questions, comments, or concerns about this privacy policy or our practices, any requests for access to, or correction of, your personal information, or any complaints regarding the treatment of your privacy, don't hesitate to get in touch with us at [contact@omnitax.com.au](mailto:contact@omnitax.com.au).

We take any concerns or problems concerning our privacy practices seriously, and work to address these matters as quickly as practicable. If you have any further queries relating to our privacy policy or are dissatisfied with our response or resolution of a matter raised with us, you may refer the complaint to the Office of the Australian Information Commissioner (OAIC) at [www.oaic.gov.au](http://www.oaic.gov.au).