



CMS Privacy Policy and Collection Statement

Your Privacy is Important to us

Cleland McFarlane Selth (“CMS”) has created this Privacy Policy and Collection Statement (together referred to as “this Privacy Policy”) in order to demonstrate its firm commitment to privacy.

CMS will update this Privacy Policy as required. If it is changed, the changes will be notified to you so that you are always aware of the sort of information collected, how the information may be used, and under what circumstances it may be disclosed by CMS.

Please note that if at any time CMS is required by law to release information about you or your organisation, CMS must cooperate fully.

This Privacy Policy does not apply to acts or practices of CMS that are directly related to employee records of current or former employees.

What sort of information do we collect?

CMS collects information about you, “The Information”, in a number of different ways:

- CMS collects Information when you engage the organisation so that CMS may provide you with accounting, income tax, goods and services tax and audit services.
- When you send CMS an email, we collect the email addresses of your organisation or yourself.
- CMS may collect Information from the Australian Taxation Office in relation to your Income Tax or Goods and Services Tax position.

What happens if you don't provide information?

If you fail to provide the Information set out above then CMS will be unable to provide you with efficient and up to date services including:

- timely preparation of financial services.
- timely preparation of income tax returns.
- timely completion of audit activities.

Why does CMS collect information and how is your information used by CMS?

CMS collects the Information to provide you with a specific service. For example, we may use the Information you provide us to complete your income tax return.

CMS may also use the Information to send you information (either by email or post) that you request. If at any time you receive material that you did not request or do not want to receive such material any more, see Correcting and Updating your profile below.

CMS may also provide Information to the Australian Taxation Office or other Government Agencies in the provision of our service to you.



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Who does CMS disclose personal information to?

CMS will not sell, rent, trade or otherwise supply to third parties any personal information obtained from you unless you consent.

CMS may need to provide personal information obtained from you to the Australian Taxation Office or other Government Agencies in order to provide you with the service you requested.

CMS develop reports that incorporate some of the Information. The reports are for use by CMS only. These reports do not include any personally identifiable information.

How will CMS keep your personal information secure?

CMS has security measures designed to protect against the loss, misuse and/or alteration of the Information under its control.

These security measures are:

- computer firewalls.
- confidentiality clauses in all employee contracts.
- security disposal bins.
- password protection.

Correcting and updating your profile.

CMS gives you the following options for accessing and modifying Information previously provided:

- You may gain access to Information that CMS has collected about you, by contacting the person named below. We will not charge you for responding to such a request, unless we incur costs in providing the information.
- You may request changes to the Information previously provided by sending an email outlining the changes you request to the person named below.

Contact CMS

If you have any questions about this privacy policy, you should contact:

Cleland McFarlane Selth Pty Ltd
P.O. Box 1300
Adelaide SA 5001

Ph: (08) 8407 1300
Fax: (08) 8407 1301
email: info@cmsca.com.au