

Business Logic Accountants has adopted the privacy legislation to protect our clients. Please refer to our Privacy Policy which is outlined below:

Our Commitment to Privacy

Your privacy is important to us. Business Logic Accountants is committed to the protection of our clients' personal information.

Business Logic Accountants has created this Privacy Policy and Collection Statement in order to demonstrate its strong commitment to privacy.

The Privacy Policy has been created in accordance with the National Privacy Principles (NPPs) as governed by the Privacy Act 1998 and the subsequent 2012 and 2016 amendments (Mandatory Data Breach Notification), The General Data Protection Regulation (GDPR) and the APES 110 Code of Ethics for Professional Accountants.

The privacy policy does not apply to:

1. Acts or practices of Business Logic Accountants that are directly related to current or former employee contracts or records.
2. Information about companies or partnerships unless and to the extent that the information is disclosed is specific to identifiable individuals or the company or firm.

If at any time Business Logic Accountants is required by Law to release information about you or your organisation, Business Logic Accountants must cooperate fully with the external body.

Business Logic Accountants will update this privacy policy in accordance with the guidelines.

Personal information we collect

As a provider of accounting, tax, audit & business advisory services it may be necessary, and in some cases be a legislative and regulatory requirement, for us to collect and hold detailed personal information.

In general, the main types of personal information we collect and hold includes (but is not limited to):

- Names
- Contact details
- Gender
- Dates of Birth
- Employment details and employment history
- Tax File Numbers
- Details of your financial circumstances, including bank account details, your assets and liabilities (both actual and potential), income, expenditure, insurance cover and superannuation
- Health information (for some types of insurance cover)
- Details of your current companies, trusts, self-managed super funds and/or structures;
- Details of your investment preferences and aversion or tolerance to risk (if a business advisory client)

We will not collect any personal information about you except when you have knowingly provided that information to us or authorised a third party to provide that information to us.

How we use your personal information

Business Logic Accountants acknowledge that your personal information is highly confidential and to this end the information collected by us will only be used for the purpose in which it was collected unless you have consented to it being used for another purpose or if the secondary purpose for which the information is being used or disclosed is related to the primary purpose and you would reasonably expect such use or disclosure. This may include to:

- provide you with products and services during the usual course of our business activities;

- administer our business activities (including invoicing, account management and recruitment);
- manage, research and develop our products and services;
- provide you with information about our products and services, invite you to events or distribute articles or publications;
- communicate with you by a variety of measures including, but not limited to, by telephone, email, SMS or mail; and
- investigate any complaints.

You have a right not to provide information that can identify you. If, however, you withhold your personal information, it may not be possible for us to provide you with our products and services, or alternatively, may affect the adequacy or appropriateness of advice or services provided. If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases.

How we collect your personal information

Business Logic Accountants collects information about you (“the informant”) in a number of different ways:

1. Business Logic Accountants collects information when you engage the organisation so that Business Logic Accountants may provide you with accounting/tax/audit/business advisory services;
2. When you send an email or other correspondence to Business Logic Accountants or to an employee of Business Logic Accountants, we collect and store the details and contents of the email/correspondence;
3. In certain circumstances Business Logic Accountants will collect personal information from a third party, such as the Australian Taxation Office (ATO), or from your financial institutions or solicitor. In these situations we will inform you that we have obtained the information.
4. Business Logic Accountants collects information in relation to business associates and contacts as part of the development of ongoing business relationships.

Sometimes you may provide us with someone else’s personal information, e.g. other members of your family group. You must not provide that information to us unless you have their consent to do so. You should also take reasonable steps to inform them of the matters set out in this Privacy Policy.

Sensitive information

Business Logic Accountants does not collect sensitive information about yourself unless you have consented or we are required by law. Sensitive information includes the following:

- Ethnic or racial origin;
- Political opinions;
- Membership of a political association;
- Religious beliefs or affiliations;
- Philosophical beliefs;
- Membership of a professional or trade association;
- Membership of a trade union;
- Sexual preference or practices;
- Criminal record; and
- Health.

To enable Business Logic Accountants to give you the best possible service we may require sensitive information from yourself, for example, claiming a deduction of trade union dues for the completion of your income tax return.

Unsolicited personal information

There may be times when we receive personal information that we do not solicit. If this occurs, we will determine if you have given your consent and the information is necessary for us to provide our services, or whether the collection is required or authorised by or under an Australian law or a court/tribunal order. If it is, then the information will be dealt with in accordance with the Australian Privacy Principles as if the information had been solicited.

If it is determined that you have not consented to the information being disclosed to us and that there is no requirement at law for us to collect that information, we will destroy or de-identify the information as soon as practicable, provided it is lawful and reasonable to do so.

Disclosure of personal information

Business Logic Accountants does not share personal information with third parties except as necessary to carry out our business or as required by law or other legal processes. In such situations we will obtain consent from you prior to disclosing information.

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

Security of your personal information

Business Logic Accountants is committed to ensuring that the information you provide to us is stored securely. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.

Our employees are required to respect the confidentiality of personal information and the privacy of individuals, and privacy and data protection training is undertaken. As part of that training, all employees are required to read this policy and understand their obligations in regard to personal information.

Each year all employees are required to acknowledge that they have complied with all aspects of this policy and kept themselves abreast of any changes to this policy.

Where we employ data processors to process personal information on our behalf, we only do so on the basis that such data processors comply with the requirements under the Australian Privacy Act and GDPR and have adequate technical measures in place to protect personal information against unauthorised use, loss and theft.

The transmission and exchange of information made by you is done so at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.

Retention of your personal information

We will retain your personal information only as long as necessary to fulfil the purpose for which it was collected, as required by law and the Australian Privacy Principles, or in accordance with our documentation retention policies.

Access to your personal information

You may request details of personal information that we hold about you in accordance with the provisions of the Privacy Act 1988 (Cth). If you would like a copy of the information which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at admin@bizlogic.com.au.

We will require you to verify your identity and to specify what information you require.

We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act or any other applicable law. If access is denied we will explain the reason why it is denied.

We endeavour to respond to your request for details of personal information we hold, however you should anticipate that it may take some time to process your request as there may be a need to access the information from our archives.

We endeavour to provide you with details of personal information we hold free of charge, however we reserve the right to charge you a fee for providing you with the information. If we propose to charge a fee we will advise you in advance.

Keeping personal information up to date

We endeavour to ensure that the personal information we hold is accurate, complete and up-to-date. Changes inevitably are required and unfortunately errors do occur from time to time. You should contact us immediately in order to advise us of any changes to the personal information we hold about you.

Identifiers

Business Logic Accountants does not use Commonwealth identifiers as a means by which you prove your identity. These Commonwealth identifiers include identification numbers such as your Tax File Number (TFN) or Medicare number.

Website & Cookies

When you visit our websites

When you come to our websites (bizlogic.com.au), we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.

We may also collect personal information through subscription applications, event registration and emails. You are not required to provide personal information via our websites, however you may choose to do so in order to receive communications on our services, apply for an employment position or receive invitations to events. Information collected via our digital marketing activities is treated in accordance with this Privacy Policy.

Cookies

We may from time to time use cookies on our websites. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site.

Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our websites. Our websites

may from time to time use cookies to analyse website traffic and help us provide a better visitor experience.

In addition, cookies may be used to serve relevant advertisements to website visitors through third party services such as Google AdWords. These advertisements may appear on our websites or other websites you visit.

Third party sites

Our websites may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that Business Logic Accountants is not responsible for the privacy practises of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

Changes to Privacy Policy

Please be aware that this policy may be updated as and when required, for example, to take into account new laws, changes to our operations and practices, changes in the business environment and technology. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our websites. Please check back from time to time to review our Privacy Policy.

This policy was last updated 06 September 2024

Complaints about privacy

If you have any complaints about our privacy practices, please feel free to send in details of your complaints to admin@bizlogic.com.au. We take complaints very seriously and will respond shortly after receiving written notice of your complaint.

If you would like access to your personal information, or have any questions about privacy-related issues, you should contact the office on +61 7 3412 0307 or via email at admin@bizlogic.com.au.

Contact details

Phone: 07 3412 0307

Writing: Sally Edwards

Privacy Officer

Business Logic Accountants

PO Box 1160

SPRINGWOOD QLD 4127

If you are still not satisfied with the way Business Logic Accountants has dealt with your complaint you can refer the matter onto the Australian Information Commissioner:

Contact details

Phone: 1300 363 992

Writing: Director of Complaints

Office of the Australian Information Commission

GPO Box 5288

SYDNEY NSW 2001