

BCP Group Services takes all reasonable steps to protect your security when using our website but you should be aware that no transmission of information to and from the web sites is ever totally secure.

ANONYMITY

You may deal with us anonymously where it is lawful, practicable and reasonable to do so.

IDENTIFIERS

BCP Group Services may be required to use some Commonwealth identifiers such as tax file numbers, ACN's, ABN's in pursuit of its lawful activities. These identifiers will not be disclosed for any other purpose.

SENSITIVE INFORMATION

Where sensitive information is collected stored or transferred, we will only use the information if you have consented or in the exercise or defence of a claim.

Sensitive information includes anything relating to a person's medical condition, race, religion, sexual preference, political affiliation, memberships in trade unions or professional associations or criminal record.

CONTACTING BCP GROUP SERVICES

Any question or comments concerning our privacy policies and practices, or requests for access to an individual's personal information should be addressed to:

The Privacy Officer
BCP Group Services
PO Box 417
CAMPBELLTOWN NSW 2560

Phone: (02) 4625 7711
Fax: (02) 4628 4364
Email: bcp@bcpgroupservices.com.au

CHANGES IN OUR PRIVACY POLICY

We are constantly reviewing all of our policies and procedures to keep our organisation at the forefront of our industry. Technology is constantly changing, as is the law and market practices. As a consequence we may change this Privacy Policy from time to time as the need arises.



BCP Group Services Privacy Policy

• ACCOUNTING • FINANCIAL PLANNING
• MORTGAGE & FINANCE • INSURANCE • SMSF



BCP Group Services Privacy Policy

Complete Financial Solutions



www.bcpgroupservices.com.au

OUR COMMITMENT

At BCP Group Services we understand how important it is to protect your personal information. We are committed to upholding the principles of the Privacy Act and this policy ensures that any personal information we collect will only be used for the purposes outlined in this policy. We have implemented procedures for the handling and protection of personal information and we appreciate the trust our clients have placed in our operations and systems.

WHO IS BCP GROUP SERVICES?

BCP Group Services is a rapidly growing multi-disciplinary financial services practice incorporating Accounting, Taxation, Audit, Financial Planning, Self Managed Superannuation, Insurance and Mortgage and Finance Divisions.

COLLECTION OF PERSONAL INFORMATION

We collect and receive personal information from our customers or from other business referrers in order to conduct our business and to provide you with advice and recommendations appropriate to your requirements. When we refer to personal information we mean information from which your identity may be ascertained. The purpose of the information is to provide you with the services which you require from BCP Group Services and its related bodies corporate.

USE AND DISCLOSURE OF PERSONAL INFORMATION

BCP Group Services will not utilise information outside of its primary purpose and will exercise care with the disclosure of information. Where possible, we will inform you, at or before the time, of any information which needs to be released to third parties.

Should we be required to disclose this information we will take all reasonable steps to satisfy ourselves:

- a) That the organisation has a commitment to protecting your personal information in a manner similar to our commitment.
- b) That you have consented to us doing so. However sometimes we are required or authorised by law to disclose your personal information to regulatory authorities in compliance with law and regulations concerning our industry. Whenever practical we will inform our clients of the information required to be released to Statutory authorities.

QUALITY OF INFORMATION

BCP Group Services will take all reasonable steps to ensure that any personal information held is accurate, complete and up to date.

SECURITY OF INFORMATION

BCP Group Services maintains data security systems, networks and procedures to ensure the security of information. Secure network links are complimented by password protection, virus protection and internal quality control measures. We will protect your personal information by storing it in a secure environment and destroying the information when it is no longer required and satisfies legal requirements.

We will also take reasonable steps to protect any personal information from misuse, loss and unauthorised access, modification or disclosure.

ACCESS FOR THE CORRECTION OF INFORMATION

On request by you and subject to some exceptions under the Privacy Act BCP Group Services will allow you access to your personal information held by BCP and reasonable opportunity given to correct any inaccuracies or out of date information.

MARKETING

BCP Group Services and its related bodies corporate, may from time to time, use your personal information to provide you with details of changes to our organisation, new products or services being offered, or updates on issues of interest in the financial services sector.

BCP Group Services does not disclose personal information to organizations outside BCP Group Services and its related bodies corporate, for the purposes of allowing them to direct market their products.

If you do not wish to receive this information please contact our offices by telephone (02) 4625 7711, facsimile on (02) 4628 4364, email at bcp@bcpgroupservices.com.au or write to us at PO Box 417, Campbelltown NSW 2560.

WEBSITE

BCP Group Services understands the importance of privacy to the users of our web-based services. Our server may record the time and date of visits and the servers IP address. The information which we collect is dependent upon what products and services are accessed on the website.

BCP Group Services may use information and contact details, gathered at our website or linked and embedded sites for answering queries, identifying products and services which we consider may be of interest, or other lawful purposes such as updating our records, contacting clients or prospective clients or for statistical purposes.

We may offer through this site, products or services supplied by a third party. If a client enquires about one of these services we will need to pass to the third party relevant details about the client and their enquiry, in order to complete the transaction.