

# Privacy Policy

MGI Australasia Ltd and related entities (MGI, us, we) is committed to keeping your Personal Information private. *The Privacy Act 1988 (Cth)* regulates the way in which we collect and use your Personal Information as well as the circumstances under which we might provide information to third parties. We comply with the National Privacy Principles in that regard.

This Privacy Policy is designed to assist you in understanding how we collect and use your Personal Information in connection with our business and the marketing of our services and to assist you in making informed decisions when using our site and our products and services and the sites of our advertisers.

## Information We Collect

We collect "Personal Information" either directly from you or via our website. "Personal Information" is information that could identify you as an individual, or from which your identity could be reasonably ascertained. The Personal Information that we collect depends on the accounting, audit, taxation and other business services that we undertake.

We collect Personal Information from the following;

- Clients and their staff;
- Our suppliers and their staff;
- Employees including potential employees;
- Individuals who come into contact with the firm

Examples of information that is collected are name, address, date of birth, gender, marital status, occupation, your contact details and the details of other persons that you might give to us. It also includes information from conversations and material provided by third parties.

When you use our website, information is also collected but that information is only information that you enter in to the system.

## What Do We Do With Personal Information?

We collect Personal Information to:

- Provide the most appropriate services to you;
- To tell you about products and services that may be offered by MGI. You are able to opt out of this service by contacting us on email at [info@mgiaust.com](mailto:info@mgiaust.com)
- To comply with our legal obligations as auditors and accountants.

We will use the information for the principle purpose for which it is provided but also for secondary purposes detailed above

## Accuracy of Information

As the only information that we collect is collected from you or entered by you into our website, we assume that all of your Personal Information is correct. We will use the information that is provided by you but we have no means to check, nor will we check the accuracy of the information that you may provide about yourself or other persons.

## Disclosure or Distribution to Third Parties

We do not provide your Personal Information unless;

- you consent to disclosure or;
- it is necessary in order that the services or purposes detailed in this policy can be carried out. This disclosure includes to other persons who assist in the delivery of services.

In the event that we allow Personal Information to be able to be accessed by third parties for organisational purposes such as computer hosting, we will require those organisations to sign confidentiality agreements.

## Information about Third Parties

From time to time it may be that you provide us with information about third parties. The same privacy considerations will apply to this information as if it was your own Personal Information. When we receive this information we will assume that you are authorised to provide it to us. If requested you must notify the person that you have provided their information to us.

## Cookies

The use of our website may involve the use of cookies. A cookie is a data file that a website transfers to your hard drive to allow the website to track the pages that you have visited. A cookie only contains information you supply and it cannot access information from your system. We will use this information for the purposes of optimizing the effectiveness of our web services. No personal data is collected by these cookies.

## Marketing

We may use your Personal Information to offer you Services we believe may be of interest to you, but we will not do so if you tell us not to.

We won't sell your Personal Information to other organisations. We may exchange your Personal Information between companies within our corporate group to continue to provide Our Services to you.

If you do not want to receive marketing offers from us, please tell us by emailing [info@mgiaust.com](mailto:info@mgiaust.com)

We will ensure each electronic message we send (e.g. by e-mail, SMS etc.) includes a method that enables you to tell us you do not want to receive future electronic marketing material.

## Security

- MGI requires all staff to keep Personal Information confidential.
- MGI takes all reasonable steps to protect the physical security of information and to prevent unauthorised access such as restricted access to records, passwords and firewall.
- We strive to ensure the security, integrity and privacy of Personal Information submitted to our website. Unfortunately, no data transmission over the internet can be guaranteed to be totally secure and you acknowledge and accept this risk when accessing and using our website.
- We will endeavour to take reasonable commercial steps to protect Personal Information you provide us in relation to your use of the website and ensure its security on our systems.
- Our employees and any third parties who provide Services are obliged to respect the confidentiality of any Personal Information held by us. However we will not be held responsible for any loss or damage which is directly or indirectly caused by unauthorised access to your Personal Information.
- Our web servers store the IP address of users that access and use our website. We use IP addresses to assist the diagnosis of problems or support issues with our website and to analyse the usage and traffic of the website. This information is gathered in an aggregated and de-identified format which cannot be attributed to an individual user.

## Variations

It is possible that MGI will change their privacy policy from time to time. Any changes will be posted on our website.

## Access to your information

We will provide reasonable access to you for your Personal Information. There may be a fee but we will advise you of the amount of the fee in advance.

## Complaints

In the event that you have a complaint about the manner in which your Personal Information has been used, please refer the complaint to us. Your complaint will be investigated on an in-house basis by a person not directly involved with your matter. Please email [info@mgiaust.com](mailto:info@mgiaust.com)

In the event that you are still not satisfied, we will advise you of further complaint resolution processes.