

We at, Bookkeeping for Doctors, are committed to protecting your privacy and understand you wish to have your personal information kept secure. Accordingly, we commitment to adhere to the National Privacy Principles (NPPs) of the Privacy Act 1998 (Cth) and any applicable laws and regulations.

### **Collection of your personal information**

In order to provide bookkeeping related services we are required to collect personal information that is relevant and necessary in providing the services you have requested.

We may collected the following information:

- Name
- Date of Birth
- Addresses
- Email Address
- Telephone Numbers
- ABN
- ACN
- Bank Account Details

The law does not require us to collect personal information about you, however, if you do not provide us with the relevant information, we will not be able to adequately provide you with the services you require.

### **Sharing of your personal information**

All employees and contractors are bound by confidentiality and privacy obligations in relation to the protection of your personal information.

### **Changes to this Privacy Policy**

We reserves the right to make amendments to this Privacy Policy at any time. If you have objections to the Privacy Policy, you should not access or use the Site.