

PRIVACY DISCLOSURE STATEMENT

This statement summarises how Maxim Private Advisory (Tax Agent Registration Number 75898000) and its controlled entities collect, uses, discloses and manages personal information as part of providing services to clients.

Collection, Purpose, Use and Discourse of Personal Information

Where we collect personal information about you, or another individual as part of this engagement (including personal tax file numbers), we do so for the purposes of providing services to you and the individuals in accordance with the terms of the engagement letter. Where as part of this engagement we prepare a tax return, we are authorised to collect personal tax file numbers under the *Taxation Administration Act 1953*. You agree and on behalf of each individual who is an Entity (as stated in our engagement letter with you), that we may disclose such personal information to:

- The Australian Taxation Office;
- Our service providers on a confidential basis; or
- Any person to whom you or an associated individual directs us to disclose such personal information to in writing.

Where you provide us with personal information (including tax file numbers) of another individual you represent and warrant that you:

- Are expressly authorised and continue to be authorised for the duration of the engagement by each individual to provide and receive information, including any personal information, to and from us; and
- Have, or will, inform and provide notice to each other individual of the matters set out in this Privacy Statement.

What Happens If You Do Not Provide Your Personal Information

It is not an offence if you do not quote your tax file number. However if you do not provide your tax file number:

- this may increase the risk of administrative error by the Australian Taxation Office;
- this may delay the processing of a return;
- an Entity may have to pay tax at a higher rate; or
- we may not be able to provide the services we are engaged to provide.

If you do not provide other types of personal information requested, we may not be able to provide the services we are engaged to provide or there may be delay in the provision of those services. You can request access to your personal information, subject to some limited exceptions permitted or required by law.

Use of Third Parties

For the purpose of completing tax services on my behalf in accordance with Div 30 of the Tax Agent Services Act 2009, third party contractors and agents may be involved in providing various aspects of your accounting work. Provision of works by such parties may include data entry and accounting file preparation. I acknowledge that Maxim Private Advisory will release any information that relates to my financial and tax affairs to contractors. As provided by our indemnity insurance providers, all work completed by these services is to be reviewed by a senior member of our permanent staff before considered completed and any service engaged will be subject to normal confidentiality and non-disclosure restraints.

Non-Compliance with Laws and Regulations (NOCLAR)

Effective 1 January 2018, Maxim Private Advisory may be required to set aside their duty of confidentiality and disclose any non-compliance by clients that they become aware of that is contrary to prevailing regulations or laws.

Financial and Other Interest in Associated Entities

It is acknowledged that Maxim Private Advisory and its Directors have a financial interest in Maxim Private Finance Pty Ltd and Maxim Vantage Pty Ltd. Details of any financial interest in Maxim Private Advisory and its Directors, may be outlined to you if you engage with the above entities.

Lodging a Privacy Complaint

Maxim Private Advisory is committed to dealing with complaints in relation to privacy fairly and resolving issues in a timely manner. If you have a complaint about the handling of your personal information, please set the details out in writing and within 30 days, you will be advised of the general reasons for the outcome of the complaint. If you are not satisfied with the outcome of your complaint, you can refer your complaint to the office of the Australian Information Commissioner.