



ABBOTTS



Chartered Accountants

PRIVACY POLICY

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PRIVACY POLICY

Our Commitment to Protect your Privacy

We recognise the importance of privacy protection. This document sets out our Privacy Policy commitment in respect of personal information that you may provide to us.

Our policy for dealing with any personal information that you might disclose to us while visiting this website is explained below.

You can be certain that the information we receive about you will be treated as strictly confidential. It is important to us that you are confident that any personal information we collect from you or is received by us will be treated with appropriate respect ensuring protection of your personal information

We do not collect or use any personal information on visitors to our website, through the use of "cookies" or other software or hardware techniques.

We look at the number of unique site visitors, hits the website receives and keep track of the domains from which our website is accessed.

To determine what our users are interested in, we may also look at the frequency of search words used in connecting you to this website.

Our commitment in respect of personal information is to abide by the National Privacy Principles for the protection of personal information, as set out in the Privacy Act.

The circumstances under which we disclose information about you

It is our policy not to sell or pass on any personal information that you may have provided to us unless we have your express consent to do so. An exception to this is where we may be required by law to disclose certain information.

How do we collect your Personal Information?

Where reasonable and practical we will collect your personal information only directly from you.

How we handle emails

We will preserve the contents of any email message that you send us if we believe that we have a legal requirement to do so. Emails sent to or from us are routinely monitored for quality control, systems administration and legal compliance purposes.

Updating your Personal Information

It is important to our relationship that the personal information we hold about you is accurate and up to date. During the course of our relationship with you we will ask you to inform us if any of your personal information has changed. If you wish to make any changes to your personal information, you may contact us. We will generally rely on you to assist us in informing us if the information we hold about you is inaccurate or incomplete.

How safe and secure is your Personal Information that we hold?

We will take reasonable steps to protect your personal information by storing it in a secure environment, and when the information is no longer needed for any purpose for which the information may be used or disclosed, it will be destroyed or permanently de-identified. We will also take reasonable steps to protect any personal information from misuse, loss and unauthorised access, modification or disclosure.

Further Information

If you wish to discuss any aspect of this policy please contact us by email or telephone.

Dated: January 2015