

# Privacy Policy

## Background

We appreciate the importance of protecting your personal information and recognise the trust placed in us when you supply your personal information to us. We are bound by the [National Privacy Principles](#) ('the NPPs') under the Privacy Act 1988 (Cth) ('Privacy Act') in the way we handle personal information. To comply with the NPPs and in recognition of your trust in us, we have implemented a Privacy Policy. This policy explains how we handle personal information relating to individuals. Nothing in this policy limits any of our other obligations at law.

## Scope

CL Whelan and Associates is committed to protecting the privacy and security of personal information obtained from individuals. This deals with the collection, use and disclosure of personal information as well as access to personal information and security issues.

## Definitions

The expression 'personal information' is used in this policy to refer to information about an individual whose identity is apparent, or can reasonably be ascertained, from the information.

## Collection of personal information

Generally speaking, the purpose of collection and the minimum information you need to provide, will be conveyed to you at the time of collection.

If you choose not to provide the personal information requested, CL Whelan and Associates may not be able to provide you with the products/services you require.

## Use and disclosure of personal information

Your personal information will be used in order to provide the products and services you have requested.

## Data security

CL Whelan and Associates will take reasonable steps to ensure that your personal information is protected from misuse, loss and from unauthorised access, modification or disclosure.

CL Whelan and Associate's personnel are trained to treat your information with the utmost confidentiality.

## You can access your personal information

Individuals will be able to access their personal information by contacting CL Whelan and Associates in writing.

Upon request CL Whelan and Associates will provide you with access to your personal information, subject to exceptions stated in the Privacy Act.