

## **Battista Accountants Pty Ltd Privacy Statement**

Battista Accountants Pty Ltd respects your privacy and protects the personal information we hold about you. Our privacy policy outlines how we manage your personal information.

### **How we collect your information**

We only collect personal information that is necessary for us to provide our service to you and to provide you with information about other services we offer that may be relevant to you. The information we collect depends on the information you voluntarily provide to us e.g. filling in a form, sending us an email or registering for a seminar. If you provide us with your email address we may send you email communications of our newsletters or updates.

We usually collect personal information such as your name, business contact details, job title and interests. Where relevant, we may ask you for other information. We also collect some information about your use of our website. Much of this information will not be personal as it will not reveal your personal identity.

### **How we use the information**

We use the information you provide to deliver the information most suited to your needs and to provide you with accounting, financial or related services. We only use your personal information to respond to your requests or to provide you with further information about Battista Accountants Pty Ltd. If you would prefer not to receive this information, please let us know and we will respect your request.

We will hold your personal information for only as long as is required to fulfil the purposes for which it was collected or as required by law.

We may share your personal information with third parties with whom we contract to assist us to provide the services requested by you. e.g. Mailing houses. We require these organisations to protect your information in the same way we do. We will never sell your personal information.

### **Use of Cookies**

We use Cookies on our website. These are small text files that are placed on your computer when you visit our website. We use Cookies to monitor the traffic to the various pages on our website so that we can improve its relevance to our clients. Most of this information is aggregated and used for statistical purposes. It is not reasonably personally identifiable e.g. Internet provider, date and time, search phrases, or referring websites.

Most browsers are set up to accept cookies however if you do not wish to receive any cookies, you may be able to change the settings of your browser to give you greater control over this.

### **Security of your information**

We use a range of physical and electronic procedures to ensure the privacy of your personal information is safeguarded. These include physical access to our offices, a secure database system, and firewalls. The internet is not secure however and we cannot guarantee the security of any information sent to us via the internet.

## **How you can access your information**

In most cases you can access the personal information we hold about you by contacting the Director who manages your relationship or otherwise contact [admin@battista.com.au](mailto:admin@battista.com.au) Requests will be dealt with as quickly as possible however sometimes this may take longer to respond. In some circumstances we may refuse to give you access to personal information and in these circumstances we will explain why. e.g. it may be a conflict of interest to provide the information.

We reserve the right to make changes to this Privacy Statement as required.

## **How to Contact Us**

You may request further information about the way we manage your personal information by emailing [admin@batta.com.au](mailto:admin@batta.com.au)

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