

PRIVACY COLLECTION STATEMENT (INCLUDING CREDIT INFORMATION)

We are committed to protecting the privacy of your personal information. You can access our full privacy policy, which can be accessed on our website at www.bbuscentre.com.au.

Our primary purpose for collecting your information depends on the individual that we are collecting the information from but is generally as follows: (a) in the case of current or prospective clients, to provide our products and services to you or your business; (b) in the case of a current contractor, consultant or agent, to assist us in providing our products and services; and (c) in the case of a prospective contractor, consultant, agent or employee, to assess your suitability for employment or engagement.

We may also use or disclose the personal information and credit information we collect for secondary purposes that are within your reasonable expectations and that are related to the primary purpose of collection such as to keep records of transactions to assist in future enquiries, enhance our relationship with you, verify your identity, check whether you are eligible for our products or services, assist you with incomplete online applications, provide or help manage our products or services, process payments, refer you to other advisers, provide updates and alerts that are relevant to you and your business and to invite you to events that may interest you.

Our usual process of collecting your personal information and credit information is to collect it directly from you. We may also collect your personal information from other sources such as public registers, your representatives (including your legal adviser, mortgage or insurance broker, executor, administrator, guardian, trustee, or attorney), banks and financial institutions, government bodies, employers, contractors, suppliers, feedback surveys, organisations who jointly provide products or services to you with us, through marketing and business development activities, commercial information service providers (such as companies that provide fraud prevention reports and paid search providers), insurers, re-insurers and health care providers. We may also collect your credit information from banks and other credit providers, other individuals and entities via referrals and from your suppliers and creditors.

If you do not provide us with the requested information, we may not be able to provide you with our accounting or financial services or otherwise interact with you.

Your personal information may be disclosed to other entities such as our subcontractors, agents and external service providers (such as IT service providers), paraplanning service providers, insurers, re-insurers, health care providers, payment systems operators other organisations that jointly provide products or services to you with us, financial services organisations (including banks, superannuation funds, stockbrokers, custodians, fund managers and portfolio service providers), debt collectors, our legal advisers or auditors, your representatives (including your legal adviser, mortgage or insurance broker, executor, administrator, guardian, trustee, or attorney), fraud bureaus or other organisations to identify, investigate or prevent fraud or other misconduct, our Licensee – Sentry Financial Services Pty Ltd ABN 30 113 531 034 (AFSL 286786) and its related entities, external dispute resolution schemes, superannuation clearing houses, regulatory and government bodies (e.g. the Australian Taxation Office) and law enforcement bodies.

We may disclose your personal information to overseas recipients such as financial institutions you hold an account with, provided you have given us permission to make enquiries with the institution on your behalf. In the course of providing services to you in the most efficient way, we may disclose your personal information or credit information to overseas recipients such as outsourced service providers or employees located in the Philippines and through the use of cloud providers or other outsourced information technology services with data centres located . For example, we may choose to use software providers which store data on overseas servers, such as those listed on our Privacy Policy. We will take all reasonable steps to ensure that these providers use the personal information in a way that is compliant with the Australian Privacy Principles and other relevant privacy laws.

We do not collect your credit information from credit reporting bodies. We generally do not collect credit information from banks or other credit providers unless it is necessary to provide you with a product or service or if you have expressly asked us to.

Our detailed privacy policy, which can be accessed on our website at www.bbuscentre.com.au includes further information on how you can access and seek correction of your personal information, how we handle data breaches and how you can complain about a breach of your privacy. The policy also contains information about how we will deal with a complaint. If you have any concerns about the privacy of your personal information, please contact our Privacy Officer Tanya Glenny by email at team@bbuscentre.com.au, by phone on (07) 4160 9000, in writing addressed to PO Box 130, Nanango Qld 4615 or by visiting www.bbuscentre.com.au.

In this privacy collection statement, **we, us** or **our** means:

- Burnett Business Centre Pty Ltd ABN 50 694 157 063
- Burnett Business Centre Financial Planning Pty Ltd ABN 57 117 677 264

and

- Acceber Pty Ltd & Adlemi Pty Ltd trading as Burnett Business Centre ABN 32 015 643 185
- Imelda Mangan and Rebecca Searle ABN 41 272 077 060

SAW10245600 3471-0126-2610v1 v1b5MAR26