



# Privacy Policy

When you trust us with your personal information, you expect us to protect it and keep it safe.

We take this responsibility seriously and we are bound by the *Privacy Act 1988* (Cth) ('Privacy Act'). We will protect your personal information in accordance with the *Australian Privacy Principles*. These principles govern how we can collect, use, hold and disclose your personal information, as well as ensuring the quality and security of your personal information.

If you would like more information about how we protect your privacy, please contact us.

## About this policy

This Privacy Policy explains how we manage your personal information. We may provide more details on how we manage your personal information when we collect your personal information.

## What is personal information?

Personal information includes any information or opinion, about an identified individual or an individual who can be reasonably identified from their information.

Some examples of personal information may include your:

- name;
- mailing or residential address details;
- contact details such as telephone numbers, email address, social media platform user name;
- government issued identifiers such as Tax File Number, Medicare number or Driver's License number;
- bank account and credit card details;
- audio recordings from meetings; and
- sensitive information such as information relating to your health, racial or ethnic origin.

## What should you know about how we collect information?

The information that we seek to collect about you will depend on the products or services that we provide.

You have full control over the information you choose to provide us. We encourage you to provide us as much personal information as possible regarding your objectives, values, concerns and preferences. Given our service offering is aimed at providing a high level of personal service and advice, we do ask you for a more in-depth personal information. This extra personal information is above what is required by law to provide you appropriate advice in your best interests. If you do not feel comfortable with this additional level of enquiry, please let us know. We will then only ask the relevant information as required by law to provide you appropriate advice.

In our initial appointments we would always request your verbal consent to voice recording our meetings for the purposes of ensuring we can completely understand and produce a comprehensive financial map of your current position and objectives. This assists us to explore personal advice possibilities and later prepare a financial plan. Audio recording is preferred, but not a mandatory requirement of doing business with us.

Please note; there is still a certain level of in depth enquiry required to ensure appropriate advice in your best interest under the law and where you do not allow us to collect this minimum information, we may need to advise you that we are unable assist you in providing the products, services or advice you have requested.

Also, where you provide limited information, we also need to make you aware of any limitations or risks in these circumstances.

## **What kinds of personal information do we collect and hold?**

When you apply for our products or services, we may ask for identification information. This could include your name, address, contact details and date of birth, family, health, financial situation, income, expenditure, assets and liabilities. We may also ask you for information that identifies you or your residency status such as a driver's licence, passport and tax file number where we are authorised to collect it and if you choose to supply it.

If you apply for insurance, we may collect information about what is being insured, the beneficiaries along with your health and financial situation, depending on the type of insurance.

Throughout the life of your product or service, we may collect and hold additional personal information about you. This could include transaction information or making a record of queries or complaints you make and, if you make an insurance claim, collecting additional information to assess the claim.

The collection of sensitive information is restricted by the Privacy Act. This includes information about your religion, racial or ethnic origin, political opinions, criminal record and sexual orientation. It also includes health information and biometric information.

Generally, we only collect this sort of information if it is necessary to provide you with a specific product or service and you have consented to that collection. For example, we may collect health information about you to process a claim under an insurance policy or collect voice biometric information to verify your identity or authorise transactions.

## **Why do we collect, hold, use and disclose personal information?**

The main reason we collect, use, hold and disclose personal information is to provide you with products and services. This includes:

- Checking whether you are eligible for the product or service
- Assisting you where online applications are not completed
- Providing the product or service
- Managing the product or service, such as invoicing or client surveys.
- Assisting you with your questions and requests

We may also use your information to comply with legislative or regulatory requirements in any jurisdiction, prevent fraud, crime or other activity that may cause harm in relation to our products or services and to help us run our business.

We may also use your information to internally help us improve our services with you.

## **How do we collect personal information?**

We collect most personal information directly from you. For example, we will collect your personal information when you apply for or use a product and/or service, or when you talk to us in person or on the phone.

We also collect information from you electronically. For instance, when you visit our website or if you send us electronic correspondence (see "Do we collect personal information electronically?").

Sometimes we collect personal information about you from other people or organisations. This may happen without your direct involvement. For instance, we may collect personal information about you from:

- Publicly available sources of information, such as public registers
- Your representatives (including your legal advisor, accountant, mortgage broker, executor, administrator, guardian, trustee, or attorney)
- Your employer
- Other organisations, who jointly with us, provide products or services to you
- Commercial information service providers, such as companies that provide fraud prevention reports
- Insurers, re-insurers and health care providers.

## **What laws require or authorise us to collect personal information?**

We are required or authorised to collect:

- Certain identification information about you as outlined in the *Anti-Money Laundering and Counter-Terrorism Financing Act 2006* (Cth) and *Anti-Money Laundering and Counter-Terrorism Financing Rules Instrument 2007* (No. 1)
- Your Tax File Number, if you choose to provide it as specified in the *Income Tax Assessment Act 1936* (Cth)
- Certain information in relation to your application if you have applied for insurance as required by the *Insurance Contracts Act 1984* (Cth).

## **How do we hold personal information?**

Your personal information will be stored electronically in secure data centres which are owned by Stephan Independent Advisory Pty Ltd or by external service providers bound by the Australian Privacy Principles. Some information we hold about you will be stored in paper files. We use a range of physical and electronic security measures to protect the security of the personal information we hold. For example:

- Access to information systems is controlled through identity and access management
- Employees are bound by internal information security policies and are required to keep information secure
- All employees are required to complete training about information security
- We regularly monitor and review our compliance with internal policies and industry best practice.

We take reasonable steps to destroy your personal information when it is no longer needed for any purpose permitted under the Privacy Act. This requirement does not apply if we are required or authorised by law to keep it.

## **Who do we disclose your personal information to, and why?**

We may provide personal information about our clients to organisations outside Stephan Independent Advisory Pty Ltd. Some organisations we engage may use overseas servers to store their data, we do conduct due diligence on all such organisations. To protect personal information, we ensure our service providers comply with the Privacy Act. We only authorise our service providers to use or disclose your personal information for the specific role we ask them to perform.

Generally, we disclose personal information to organisations that help us with our business. These may include:

- Our agents, contractors and external service providers (for example, mailing houses and technology service providers)

- Paraplanning service providers
- Insurers, re-insurers and health care providers
- Payment systems operators (for example, merchants receiving card payments)
- Other organisations, who jointly with us, provide products or services to you
- Financial services organisations, including banks, lenders, superannuation funds, stockbrokers, custodians, fund managers and portfolio service providers
- Debt collectors
- Our representatives (including legal advisors, compliance advisors or auditors)
- Your representatives (including your legal advisor, accountant, mortgage broker, property valuer, guarantors, (including prospective) family members, executor, administrator, guardian, trustee, or attorney)
- Any government and regulatory bodies required by law, to prevent fraud or other misconduct
- Any Professional bodies we are members of, for the purposes of audit & adherence of quality assurance standards.
- IT service providers
- External dispute resolution schemes
- Regulatory bodies, government agencies and law enforcement bodies in any jurisdiction.

We may also disclose your personal information to others outside Stephan Independent Advisory where:

- We are required or authorised by law or where we have a public duty to do so
- You may have expressly consented to the disclosure or the consent may be reasonably inferred from the circumstances
- We are otherwise permitted to disclose the information under the Privacy Act.

## **Do we disclose personal information overseas?**

In the course of doing business with you, we may disclose some of your personal information to overseas recipients. However, we will only do so where:

- It is necessary to complete the transaction you have entered into; or
- We believe on reasonable grounds that the overseas recipient is required to deal with your personal information by enforceable laws which are similar to the requirements under the APPs; or
- It is otherwise permitted by law.

We may use outsourced providers who may disclose your personal information to recipients located outside Australia who are part of their corporate group or as part of their operations when they deliver their services to us. We can make available a list of our outsourced providers on request if you would like to understand their individual privacy statements. We only enter agreements with outsourced providers whose are have an Australian presence and who can agree to appropriate contractual controls to ensure their compliance with Australian Privacy Act law.

## **Do we use or disclose personal information for marketing?**

We may use your personal information to offer you products and services we believe may interest you. We may send you direct marketing communications such as offers, updates, events, articles or newsletters. We will always give you the option of electing not to receive any of these communications in the future by notifying us or unsubscribing at any time.

## Do we collect personal information electronically?

We will collect information from you electronically, for instance through internet browsing, mobile or tablet applications.

Each time you visit our website, we collect information about your use of the website, which may include the following:

- The date and time of visits
- Which pages are viewed
- How users navigate through the site and interact with pages (including fields completed in forms and applications completed)
- Location information about users
- Information about the device used to visit our website
- IP addresses.

We use technology called cookies when you visit our site. Cookies are small pieces of information stored on your hard drive or in memory. They can record information about your visit to the site, allowing it to remember you the next time you visit and provide a more meaningful experience.

One of the reasons for using cookies is to offer you increased security. The cookies we send to your computer cannot read your hard drive, obtain any information from your browser or command your computer to perform any action. They are designed so that they cannot be sent or retrieved by any another website.

We won't ask you to supply personal information publicly over Facebook, Twitter, or any other social media platforms that we use. Sometimes we may invite you to send your details to us via private messaging, for example, to answer a question. You may also be invited to share your personal information through secure channels to participate in other activities, such as competitions.

## Access to and correction of personal information

You can request access to the personal information we hold about you. You can also ask for corrections to be made. To do so, please contact us.

There is no fee payable for updating or correcting your personal information. Should you request access to your personal information, a reasonable cost may be charged. This charge covers such things as locating the information and supplying it to you.

There are some circumstances in which we are not required to give you access to your personal information. If we refuse to give, you access to or to correct your personal information we will give you a notice explaining our reasons, except where it would be unreasonable to do so.

If we refuse your request to correct your personal information, you also have the right to request that a statement be associated with your personal information noting that you disagree with its accuracy.

If we refuse your request to access or correct your personal information, we will also provide you with information on how you can complain about the refusal.

## Resolving your privacy concerns and complaints – your rights

If you are concerned about how your personal information is being handled or if you have a complaint about a breach of the *Australian Privacy Principles*, please contact us.

We are committed to resolving complaints within a fair and reasonable timeframe. Wherever possible,

complaints will be resolved promptly at first point of contacts. Where this is not possible, we aim to resolve complaints within 30 business days.

If your complaint exceeds 30 business days, we will contact you with a status report and expected resolution date.

If you are unhappy with our response, there are other bodies you can go to including the Financial Ombudsman and the Office of the Australian Information Commissioner.

### **Office of the Australian Information Commissioner**

Under the Privacy Act you may complain to the Office of the Australian Information Commissioner about the way we handle your personal information.

The Commissioner can be contacted at:

GPO Box 5218  
Sydney NSW 2001  
Phone: 1300 363 992  
Email: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)  
[www.oaic.gov.au](http://www.oaic.gov.au)

### **Contact us**

Our Privacy Officer can also be contacted in relation to privacy concerns by writing to:

Attention: Privacy Officer  
Stephan Independent Advisory  
Suite 506  
1 Princess Street  
Kew VIC 3101

You can also call or visit our offices in person:

**Phone:** +61 3 9077 2906  
**In-person:** Suite 506/1 Princess Street, Kew VIC 3101

### **Changes to the Privacy Policy**

We may change the way we handle personal information from time to time for any reason. If we do so, we will update this Privacy Policy.

### **Associated parties**

Where you disclose us personal information on behalf of your spouse or another person, please make them aware that we will maintain their information in accordance with this policy.

### **Client consent**

By asking us to assist with your financial and finance needs, you consent to the collection and use of the information you have provided us with for the purposes described above.

## **Meaning of words**

**We, us or our** means:

Stephan Independent Advisory Pty Ltd; ABN 77 605 141 311, Australian Financial Services Licence Number 476427.

**Meetings** means:

Face to face, teleconference, online or phone meetings