

PRIVACY POLICY

CHARTERED
ACCOUNTANTS

JD Scott & Co Pty Ltd (ABN 46 634 220 625)

1. We respect your privacy

- 1.1. JD Scott & Co Pty Ltd (JD Scott & Co) respects your right to privacy and is committed to safeguarding the privacy of our customers and website visitors. We adhere to the Australian Privacy Principles contained in the *Privacy Act* 1988 (Cth). This policy sets out how we collect and treat your personal information.
- 1.2. "Personal information" is information or an opinion, whether true or not and whether recorded in a material form or not, about an individual who is identified or reasonably identifiable.
- 1.3. The types of personal information we may collect about you include:
 - **Identity Data** including your name and profession.
 - **Contact Data** including your telephone number, address and email.
 - **Financial Data** including bank account and payment card details (through our third-party payment processor, who stores such information and we do not have access to that information).
 - **Transaction Data** including details about payments to you from us and from you to us, and other details of products and services you have purchased from us or we have purchased from you.
 - **Technical and Usage Data** when you access any of our websites or platforms, details about your internet protocol (IP) address, login data, browser session and geo-location data, statistics on page views and sessions, device and network information, acquisition sources, search queries and/or browsing behaviour, access and use of our website (including through the use of Internet cookies or analytics), and communications with our website.
 - **Interaction Data** including information you provide to us when you participate in any interactive features, including surveys, contests, promotions, activities or events.



- **Marketing and Communications Data** including your preferences in receiving marketing from us and our third parties, and your communication preferences.
- **Professional Data** including your professional history such as your previous positions and professional experience, or whether you hold required authorisations or licences.

2. Collection of personal information

- 2.1. JD Scott & Co will, from time to time, receive and store personal information you enter onto our website, provided to us directly or given to us in other forms.
- 2.2. You may provide basic information such as your name, phone number, address and email address to enable us to send information, provide updates and process your product or service order. We may collect additional information at other times, including but not limited to, when you provide feedback, when you provide information about your personal or business affairs, change your content or email preference, respond to surveys and/or promotions, provide financial or credit card information, or communicate with our customer support.
- 2.3. Additionally, we may also collect any other information you provide while interacting with us.

3. How we collect your personal information

- 3.1. JD Scott & Co collects personal information from you in a variety of ways, including:
 - when you interact with us electronically or in person,
 - when you access our website including when you complete a form, such as registration, newsletters, downloads or responses to surveys
 - when you use any website we operate (including from any analytics and cookie providers or marketing providers. See “Cookies” section below for more details on the use of cookies);
 - from publicly available sources; and
 - when we provide our services to you.

We may receive personal information from third parties. If we do, we will protect it as set out in this Privacy Policy.



4. Why we Collect, Hold, Use and Disclose personal information

4.1. Personal information: We collect, hold, use and disclose your personal information for the following purposes:

- To enable you to access and use our website.
- To assess whether to take you on as a new client.
- To work or do business with you or provide our services to you, including to sell our products online to you.
- To contact and communicate with you about our business, including in response to any support requests you lodge with us or other enquiries you make with us.
- To contact and communicate with you about any enquiries you make with us via any website we operate.
- For internal record keeping, administrative, invoicing and billing purposes.
- For analytics, market research and business development.
- For advertising and marketing, including to send you promotional information about our events and experiences and information that we consider may be of interest to you.
- If you have applied for employment with us, to consider your employment application.
- To comply with our legal obligations or if otherwise required or authorised by law.

4.2. JD Scott & Co may also make you aware of new and additional products, services and opportunities available to you. We may use your personal information to improve our products and services and better understand your needs.

4.3. JD Scott & Co may contact you by a variety of measures including, but not limited to telephone, email, sms, social media or mail.

5. Disclosure of your personal information

5.1. We will only disclose your personal information to third parties where it is necessary as part of our business, where we have your consent, or where permitted by law. This means that we may disclose personal information to:

- Our employees, contractors and/or related entities.
- IT service providers, data storage, web-hosting and server providers.
- Marketing or advertising providers.
- Professional advisors, bankers, auditors, our insurers and insurance brokers.
- Payment systems operators or processors.
- Our existing or potential agents or business partners.
- If we merge with, or are acquired by, another company, or sell all or a portion of our assets, your personal information may be disclosed to our advisers and any prospective purchaser's advisers and may be among the assets transferred.
- Courts, tribunals and regulatory authorities, in the event you fail to pay for goods



or services we have provided to you.

- Courts, tribunals, regulatory authorities and law enforcement officers, as required or authorised by law, in connection with any actual or prospective legal proceedings, or in order to establish, exercise or defend our legal rights.
- Third parties to collect and process data, such as analytics providers and cookies.
- Any other third parties as required or permitted by law, such as where we receive a subpoena.

- 5.2.** We may from time to time need to disclose personal information to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request.
- 5.3.** We may also use your personal information to protect the copyright, trademarks, legal rights, property or safety of JD Scott & Co, <https://www.jdscott.co>, its customers or third parties.
- 5.4.** Information that we collect may from time to time be stored, processed in or transferred between parties located in countries outside of Australia.
- 5.5.** If there is a change of control in our business or a sale or transfer of business assets, we reserve the right to transfer to the extent permissible at law our user databases, together with any personal information and non-personal information contained in those databases. This information may be disclosed to a potential purchaser under an agreement to maintain confidentiality. We would seek to only disclose information in good faith and where required by any of the above circumstances.
- 5.6.** By providing us with personal information, you consent to the terms of this Privacy Policy and the types of disclosure covered by this Policy. Where we disclose your personal information to third parties, we will request that the third party follow this Policy regarding handling your personal information.

6. Security of your personal information

- 6.1.** JD Scott & Co is committed to ensuring that the information you provide to us is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure information and protect it from misuse, interference, loss and unauthorised access, modification and disclosure.
- 6.2.** The transmission and exchange of information is carried out at your own risk. We cannot guarantee the security of any information that you transmit to us, or receive from us. Although we take measures to safeguard against unauthorised disclosures of information, we cannot assure you that personal information that we collect will not be disclosed in a manner that is inconsistent with this Privacy Policy.



7. Access to your personal information

- 7.1.** You may request details of personal information that we hold about you in accordance with the provisions of the *Privacy Act* 1988 (Cth). A small administrative fee may be payable for the provision of information. If you would like a copy of the information, which we hold about you or believe that any information we hold on you is inaccurate, out of date, incomplete, irrelevant or misleading, please email us at administration@jdscott.co.
- 7.2.** We reserve the right to refuse to provide you with information that we hold about you, in certain circumstances set out in the Privacy Act.
- 7.3.** If you believe that any information we hold about you is inaccurate, out of date, incomplete, irrelevant or misleading, please contact us using the details below. We will take reasonable steps to promptly correct any information found to be inaccurate, out of date, incomplete, irrelevant or misleading. Please note, in some situations, we may be legally permitted to not correct your personal information. If we cannot correct your information, we will advise you as soon as reasonably possible and provide you with the reasons for our refusal and any mechanism available to complain about the refusal.

8. Complaints about privacy

- 8.1.** If you have any complaints about our privacy practices, please feel free to send in details of your complaints to us at Level 2, 50 Bridge Street, Sydney or via email administration@jdscott.co. We take complaints very seriously and will respond shortly after receiving written notice of your complaint. If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner.

9. Changes to Privacy Policy

- 9.1.** Please be aware that we may change this Privacy Policy in the future. We may modify this Policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on our website or notice board. Please check back from time to time to review our Privacy Policy.

10. Website

- 10.1.** *When you visit our website*
When you come to our website (<https://www.jdscott.co>) we may collect certain information such as browser type, operating system, website visited immediately before coming to our site, etc. This information is used in an aggregated manner to analyse how people use our site, such that we can improve our service.



10.2. *Cookies*

We may from time to time use cookies on our website. Cookies are very small files which a website uses to identify you when you come back to the site and to store details about your use of the site. Cookies are not malicious programs that access or damage your computer. Most web browsers automatically accept cookies but you can choose to reject cookies by changing your browser settings. However, this may prevent you from taking full advantage of our website. Our website may from time to time use cookies to analyse website traffic and help us provide a better website visitor experience. In addition, cookies may be used to serve relevant ads to website visitors through third party services such as Google Adwords. These ads may appear on this website or other websites you visit.

10.3. *Third party sites*

Our site may from time to time have links to other websites not owned or controlled by us. These links are meant for your convenience only. Links to third party websites do not constitute sponsorship or endorsement or approval of these websites. Please be aware that JD Scott & Co is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personal identifiable information.

Approved by

Signature: James Scott
Full Name: James Scott
Director JD Scott and Co Pty Ltd
Date: 18 December 2024

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