

Privacy Policy

Introducing the Paraplanning Direct (PD) and your rights to privacy

The Paraplanning Direct (“PD”) regards Privacy as a serious issue and understands that it is important for you to know how we deal with your personal information that you provide in relation to your clients. Privacy Laws apply to how we collect, hold, use and disclose your clients’ personal information. PD complies with the National Privacy Principles and is committed to protecting the privacy of your clients’ personal information.

The following Privacy Policy has been published to provide you with a clear and concise outline of the types of personal and sensitive information that we collect and keep on record:

- o Our policy in relation to how we collect, hold, use and disclose your personal information
- o Your privacy rights

What information do we collect?

PD have access to personal and sensitive information from financial advisers in relation to research and preparation of Statement of Advice. The personal information we obtain includes:

- o Information that identifies you and your clients, such as your name, address contact details and any other identification information provided by you, or people nominated by you.
- o Depending on the type of investment, insurance, or superannuation products or services you are seeking we may also collect sensitive information about your client. This information may comprise health, ethnic origin, membership to professional or trade associations or philosophical beliefs.

How do we collect and hold the client information?

You, the financial adviser, provides us with your clients’ personal information.

We take all reasonable administrative, technical, and physical safeguards to protect the personal information from misuse, loss, unauthorised access, alteration or disclosure. Secure methods are used to destroy or de-identify any personal information, provided the information is no longer needed for any purpose and it is permissible by the law to do so.

Purpose for which we collect, hold, use or disclose client information

The information we collect is used in the following manner:

- To provide you with Statement of Advice and or Strategy Paper
- To be able to conduct financial modelling and prepare projections
- To provide the financial adviser with research reports

It may also be necessary to disclose your clients’ personal information to our staff and contractors who have to comply to the same privacy requirements as we do.

Access to personal information

You can request us at any time to provide you with access to the personal information we hold about your clients. Under some circumstances we may not be required to provide access to you and in such cases a written explanation will be given to you.

Access to your information will be provided on receipt of a written request and will generally be processed within 14 days. More time may be required for more complex requests. Your written request should be forwarded to our Privacy Officer at the address provided on this document.

There is no fee for requesting access to your information; however we may charge you the reasonable costs of processing your request.

We do not use your personal information for marketing or promotional purposes.

Privacy policies of other parties

Many of the IT providers and Research companies you may deal with through your relationship with PD will also have Privacy Policies concerning the manner in which they collect, hold, use or disclose personal information. These Policies can generally be accessed via the provider's web site or will be made available to you upon request to them.

Disclosure of Data Overseas

Generally when carrying out our core business activities in providing our products and services, we disclose customer information to Mauritius. We take reasonable steps to ensure that the overseas entity protects that information against unauthorised access or loss and are directly responsible for the overseas entity, which is a related company. We may also disclose information to our Australian contractors who may be in overseas locations.

Changes to this statement

PD may make changes to our Privacy Policy from time to time. We will publish those changes on our web site www.Paraplanningdirect.com.au.

Contacting us about privacy

If you would like further information regarding our Privacy Policy, or if you think we have breached any aspect of this Privacy Statement, please contact us as follows:

- o By telephone on 08 9467 5958 between 11.00am and 5.00pm (WA time) Monday to Friday;
- o In writing to the Privacy Officer, Paraplanning Direct, PO Box 8196 PBC, Perth WA 6849.

Issued by:

Paraplanning Direct
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