

PRIVACY POLICY

This Privacy Policy (**Policy**) describes how AKJ Business Services and its affiliates (**AKJ, we or us**) via www.akjbusiness.com.au (**Site**) collects, uses and discloses your Personal Information when you visit our Site.

1. OUR COMMITMENT TO PRIVACY

AKJ is committed to managing Personal Information in accordance with the Australian Privacy Principles (**APPs**) under the *Privacy Act 1988* (Cth) (**Privacy Act**) and in accordance with other applicable privacy laws.

2. WHAT IS "PERSONAL INFORMATION"?

- a. The Privacy Act currently defines "Personal Information" as meaning information or an opinion about an identified individual or an individual who is reasonably identifiable:
 - i. whether the information or opinion is true or not; and
 - ii. whether the information or opinion is recorded in a material form or not.
- b. If information does not disclose your identity or enable your identity to be ascertained, it will in most cases not be classified as "Personal Information" and will not be subject to this Policy.

3. WHAT INFORMATION DO WE COLLECT AND WHY?

- a. The Personal Information that we collect and hold about you depends on your interaction with us. When you visit the Site we do not collect, use or hold your Personal Information.
- b. We do not collect your Personal information for the purposes of:
 - i. providing you with promotional material and information about other products and services that we, our related entities and other organisations that we have affiliations with, offer that may be of interest to you;
 - ii. facilitating our internal business operations, including the fulfilment of any legal requirements; or
 - iii. analysing our services and customer needs with a view to developing new or improved services.

4. HOW WE COLLECT YOUR PERSONAL INFORMATION

We do not collect Personal Information from you when you access this Sites.

5. SITE, COOKIES & BEACONS

- a. 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 AKJ is not responsible for the privacy practices of other such websites. We encourage our users to be aware, when they leave our Site, to read the privacy statements of each website that collects Personal Information.
- b. Our Site does not use web beacons.
- c. We do not collect Personal Information via cookies from your computer.
- d. Most browsers automatically accept cookies, but you can choose whether or not to accept cookies through your browser controls, often found in your browser's "Tools" or "Preferences" menu. For more information on how to modify your browser settings or how to block, manage or filter cookies can be found in your browser's help file or through such sites as www.allaboutcookies.org.
- e. We do not use Google Analytics.
- f. We do not perform targeted advertising.

6. DISCLOSURE OF YOUR PERSONAL INFORMATION

- a. We do not collect your Personal Information through our Site, so we will not disclose Personal Information to any third parties.
- b. If we obtain Personal Information about you for the purposes of delivering our services under a signed engagement, we may disclose Personal Information about you to:
 - i. service providers, who assist us in operating our business, and those service providers may not be required to comply with our privacy policy;
 - ii. our related entities and other organisations with whom we have affiliations so that those organisations may provide you with information about services and various promotions; and
 - iii. our employees, officers, insurers, professional advisers, agents, suppliers, or subcontractors insofar as reasonably necessary for delivery of the services.
- c. Unless otherwise provided for, Personal Information is only supplied to a third party when it is required for the delivery of our products or services.

- d. 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, during legal proceeding or in response to a law enforcement agency request.
- e. We may also use your Personal Information to protect the copyright, trade marks, legal rights, property or safety of AKJ, its customers or third parties.
- f. Our data hosting providers include Amazon Web Services. We are not likely to disclose your Personal Information overseas, except as permitted by the Privacy Act, unless we otherwise advise you in writing. If your Personal Information is transferred to an overseas recipient, the overseas recipient will not be required to comply with the APPs and we will not be liable for any mishandling of your information in such circumstances.
- g. We will not sell your Personal Information in the ordinary course of business. 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 other 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.
- h. By providing us with Personal Information, you consent to the terms of this 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 follows this Policy regarding handling your Personal Information, but we cannot guarantee such third parties will agree to do so.

7. MINORS

The Site is not intended for individuals under the age of majority in your jurisdiction. We do not intentionally collect Personal Information from children. If you are a parent or guardian and believe your child has provided us with Personal Information, please contact us at the address in clause 13 below, to request deletion.

8. SECURITY OF YOUR PERSONAL INFORMATION

- a. AKJ is committed to ensuring that any information you may 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. Such measures include storing all Personal Information consistent with best industry practice.
- b. 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 ensure that Personal Information that we collect will not be disclosed in a manner that is inconsistent with this Policy.

9. ACCESS AND CORRECTION

- a. APP 12 permits you to obtain access to the Personal Information we hold about you in certain circumstances, and APP 13 allows you to correct inaccurate Personal Information subject to certain exceptions.
- b. You may access the Personal Information we hold about you (if any), upon making a written request. We will respond to your request within a reasonable period. We may charge you a reasonable fee for processing your request (but not for making the request for access).
- c. We may decline a request for access to Personal Information in circumstances prescribed by the Privacy Act, and if we do, we will give you a written notice that sets out the reasons for the refusal (unless it would be unreasonable to provide those reasons).
- d. If, upon receiving access to your Personal Information or at any other time, you believe the Personal Information we hold about you is inaccurate, incomplete or out of date, please notify us immediately. We will take reasonable steps to correct the information so that it is accurate, complete and up to date.
- e. If we refuse to correct your Personal Information, we will give you a written notice that sets out our reasons for our refusal (unless it would be unreasonable to provide those reasons), including details of the mechanisms available to you to make a complaint.
- f. If you would like to obtain such access, please contact us as set out in clause 13 below.

10. COMPLAINT PROCEDURE

- a. If you have a complaint concerning the manner in which we maintain the privacy of your Personal Information, please contact us as set out in clause 13 below. All complaints will be considered by *our* privacy officer and we may seek further information from you to clarify your concerns. If we agree that your complaint is well founded, we will, in consultation with you, take appropriate steps to rectify the problem.
- b. If we are unable to satisfactorily resolve your concerns about our handling of your Personal Information, you can contact the Office of the Australian Information Commissioner:

GPO Box 5218

Sydney NSW 2001

PO Box 384
Varsity Lakes QLD 4227
P 07 5668 1700
F 07 5668 1709
info@akjbusiness.com.au
www.akjbusiness.com.au

Email: enquiries@oaic.gov.au

Tel: 1300 363 992

Web: www.oaic.gov.au

11. GDPR

- a. If you are an individual in a country in the European Economic Area (EEA), we may be required to comply with the EU General Data Protection Regulation 2016/679 (GDPR) which applies to us when processing the Personal Information of individuals (data subjects) who are in countries in the EEA in relation to offering you our products or services or if we monitor any of your behaviour when in those countries.
- b. In some circumstances, the GDPR provides additional protection to individuals located in Europe. Where this is the case, there may be additional rights and remedies available to you under the GDPR if your Personal Information is handled in a manner inconsistent with that law.

12. UPDATES TO THIS POLICY

This Policy will be reviewed from time to time to take account of new laws and technology, changes to our operations and practices and the changing business environment. The most current version of this Policy is located at www.akjbusiness.com.au and can also be obtained by contacting our Privacy Officer at admin@akjbusiness.com.au.

13. HOW TO CONTACT US ABOUT PRIVACY

If you have any queries, or if you seek access to your Personal Information, or if you have a complaint about our privacy practices, you can contact us below:

AK Johnson Enterprises Pty Ltd ACN 120 736 503 as trustee for the Bean Counter Trust

Address: Suite 2, Level 2, 21 Lake St, Varsity Lakes, QLD 4227

Phone: 07 5668 1700

Email: admin@akjbusiness.com.au

This Privacy Policy was last updated in September 2021.