



## **PRIVACY POLICY**

NGR Accounting's Privacy Policy Like other providers of personal financial services, Certified Practising Accountants are required by law to inform clients of company policies regarding the privacy of client information. CPA's continue to be bound by strict professional standards of confidentiality; we have always protected your right to privacy. Your written consent will be obtained before NGR Accounting uses or discloses your information for any purpose other than the preparation of your tax return. This firm is a member of CPA Australia and follows their Code of Professional Conduct which prohibits disclosing confidential client information.

NGR Accounting collects non-public personal information about you that you provide to us, or by which is obtained by us with your authorisation. Examples of sources from which we collect information include client phone calls, interviews, client emails and letters, tax returns, and questionnaires concerning financial history.

Current and former clients' non-public personal information obtained in the course of providing accounting services is not disclosed except as required or permitted by law. Permitted disclosures include providing client information to NGR Accounting employees and, in limited circumstances, to unrelated third parties who require such information to assist NGR Accounting in providing client services. The confidential nature of the shared information is emphasised in all circumstances.

NGR Accounting retains records relating to professional services provided to clients so that we may better assist clients with their professional needs. Additionally, records are retained in some circumstances to comply with professional guidelines and requirements. To protect your nonpublic personal information, NGR Accounting maintains electronic and procedural safeguards in compliance with CPA professional standards. Your privacy, our professional ethics requirements, and our ability to provide quality financial services are important to our firm. If you have any questions regarding NGR Accounting's privacy policy, please call us at 02 9011 6669.