**Privacy Policy:**

WARATAH ADVISORY PTY LTD has adopted a set of principles that demonstrate our commitment to privacy. Below describes how we gather, update and distribute personal details.

1. This Privacy Policy applies to this website which is operated by WARATAH ADVIOSRTY Pty Ltd ACN 667 450 142 having its registered office at 1A/38 EXCHANGE PDE, SMEATON GRANGE NSW 2567 Australia (hereinafter referred to as Biel & Associates, “we”, “us”, and “our”) under the domain name “www.biel.com.au”

2. Biel & Associates understands and appreciates that you, as a visitor or registered user, are concerned about your privacy, confidentiality and security of your personal information that we have access to when you visit our website, fill in our online form or provide the same over phone to Biel & Associates Accounting representatives which is precisely the reason this Privacy Policy has been put into place.

3. Biel & Associates encourages you to review the Privacy Policy periodically because the Privacy Policy may change from time to time.

4. In addition to the provisions of this Privacy Policy, there may also be specific and additional privacy provisions which apply to certain sections of the Biel & Associates website. You should review them wherever they are accessible on the website. In the event of any inconsistency between the provisions of this Privacy Policy and those other specific and additional provisions, the specific and additional provisions will prevail.

5. We abide by laws and regulations and we take additional steps to protect the personal and financial information which you share with us when you are using our systems to prepare the tax returns. The steps we take are reasonable and consistent with industry practice to assure such compliance. However, please be aware that no security measures are perfect or impregnable.

**Children**

Consistent with the Federal Children’s Online Privacy Protection Act of 1998 (COPPA), we will never knowingly request personally identifiable information from anyone under the age of 13 without requesting parental consent.

6. Your personal information is confidential. Our purpose in collecting information about you is to enable you to submit your tax return in a fast, convenient and safe way, and to ensure that you receive any money owing to you as quickly as possible.

7. We use “cookies” as a fundamental part of our interaction with your Internet browser. The purpose is to provide you with a better, more customised service and effective website.

8. Biel & Associates uses cookies to access online services, log into secure areas which allow us to retain information that you have submitted in order to enable us to lodge your tax return.

9. Biel & Associates also uses cookies for secure services (that is, an area where you are required to log on) on the Biel & Associates website. If your browser is configured to reject all cookies you will be unable to use secure services on Biel & Associates website which require cookies to be enabled. You may still be able to use some of the information-only pages; even if you do not enable cookies in your browser.

10. A “cookie” is a packet of information placed on user’s computer by a website for record keeping purposes.

11. Biel & Associates will not use or disclose any information about you without your consent to the third parties except:

a. to communicate with you in order to request further personal and financial information, responding to your requests and notify you of the status of your transactions;

b. where we are required or are authorized by law;

c. to allow you to participate in current and future interactive features of our services where you choose to do so;

d. where it is necessary to provide you with a service that you have requested such as lodging your tax return with the Australian Taxation Office;

e. to implement our terms of service or protect the interests of Biel & Associates

12. You can contact us to request access to your information citing the manner in which you wish to access your personal information. As a matter of accepted privacy principles, we will give you access to your personal information. However, there may be some legal or administrative reasons to deny access. If the access is denied, we will provide you with the reason as to why the access has been denied and if it has been denied on the ground that it not feasible to provide the information in the manner in which access has been sought, we will tell you the manner in which access can be granted

13. We use security procedures and the latest technology to protect the information we hold. We require all our representatives to respect the confidentiality of any personal information held by Biel & Associates.

14. You are responsible for maintaining the confidentiality of the password and accounts allocated to you, and are fully responsible for all activities that occur under your password or account. You agree to

a. immediately notify Biel & Associates of any unauthorised use of your password or account or any breach of security, and

b. ensure that you exit from your account at the end of each session. Biel & Associates cannot and will not be held liable for any loss or damage arising from your failure to comply with this condition.

15. In the event of Australian Tax Office requesting any further information or documents in support of the claims made or other information provided in the tax return, you hereby agree to provide the same within the reasonable time.

16. If you wish to change or delete your personal information that maybe inaccurate or out of date, please contact us by e-mailing at email office@biel.com.au and we will take all reasonable steps to amend or remove your records, unless we need to keep it for certain reasons which will be notified to you within a reasonable period after the request has been made in this regard.

17. All the personal information to which Biel & Associates has access to; has been provided by the you as individuals or by your representatives and therefore you being our valued client can expect us to use and disclose the personal information to our related entities for sending you any alerts, newsletters or any promotional offers. However, whenever such alerts, newsletters or marketing emails will be sent to you, we will provide you a simple means by which you will be able request for not to receive any future communications from us or from our related entities.

18. If you have questions or concerns regarding this privacy policy, contact us by email office@biel.com.au, or by phone 02 46483933, or by mail:

Biel & Associates

Po Box 516

Narellan NSW 2567

19. You acknowledge and accept that your use of the Biel & Associates indicates your acceptance of this Privacy Policy.