

CorpSec Services Pty Ltd ABN: 40 638 439 111 is committed to protecting your privacy. Below is an outline of our privacy policy and assurance that whilst interacting with us in the provision of corporate secretarial services, the protection of your privacy is of high importance. As such, we remain committed to the strictest safeguards concerning the use of personal information.

This policy applies to our use of all data collected by us or provided by you in relation to your use of the CorpSec Services website, provision of our services or you subscribing to our mailing list.

Definitions

“We”, “us” or “our” refers to CorpSec Services or CorpSec Services Pty Ltd, ABN: 40 638 439 111 and its related officers.

“You” refers to the person visiting our website or engaging any of our services. If you are visiting our website or using any of our services as an agent, employee or adviser for any other person, the expression includes your principal, your employer and each such other person or persons who are bound by this Privacy Policy.

“Services” refers to the services agreed in writing to be provided to you or the services offered via our website or online order forms.

“your personal information” includes any personal information relating to or belonging to another person where you are visiting our website, using any of our services or providing such personal information as an agent, employee or adviser for that other person.

What information do we collect?

Depending on the service requested, we may collect in relation to you or your clients any of the following information:

- first, middle and last names;
- former names;
- residential addresses;
- date of birth;
- place of birth;
- nationality;
- tax file number;
- contact details such as telephone numbers and email addresses;
- payment details such as credit card details and other relevant payment details;
- information about your business or proposed business or personal circumstances.

We will not use any personal information other than for the purposes for which the information is supplied or otherwise as authorised by you. Where required by law, any such information (e.g. credit card information) will be disposed of within the time required by law.

What do we use your information for?

- a) Any personal or private information that is collected from you is collected to complete the required documentation or regulatory forms or to deliver any services requested by you in the normal preparation of company related documents or lodgements.
- b) This information is required to complete lodgements with the Australian Securities and Investments Commission (‘ASIC’) or other government agencies. If you request that we act as your ASIC Registered Agent, we will also retain your personal information as part of maintaining statutory corporate registers required by law and in accordance with our duties as your agent.
- c) Other than item e) below, your personal information is not used for any other purpose but for the correct completion of required documents or forms by the relevant authorities in order to complete the requested services or lodgements on your behalf. These services include, but not limited to, registering companies and lodging forms with regulatory bodies such as ASIC, the ACNC or the ATO.
- d) Any information that is collected is collected via secure online forms or via email and stored in document format in a secure third party provided cloud-based company compliance software.
- e) If you consent to subscribe to our mailing list, you agree to receive marketing and promotional communication and other information, such as articles or blogs that may be of interest to you and for the purpose of direct marketing (in accordance with the Spam Act 2003 (Cth)). In this regard, we may use your email to send you such communications. You can opt out of receiving marketing materials from us by using the opt-out facility provided (e.g. an unsubscribe link in our email communication).
- f) Your personal information will not be disclosed to any third party other than those which would be required to complete the services that you have requested or unless we are required to by law.

How do we protect your information?

We implement a variety of security measures to maintain the safety of your personal information when you provide, enter, or submit your personal information. We use trusted third-party providers who have the highest regard to the security of your personal information.

We agree that we will take reasonable steps to:

- ensure that there is no unauthorised access, reproduction, use or disclosure of your personal information;
- ensure we maintain control over access to your personal information;
- use multi-level authentication to access company compliance software;
- promptly do anything which you would reasonably require to prevent or restrain disclosure of your personal information against your wishes.

This will not apply if the disclosure or use is:

- to our lawyers for the purposes of providing you an agreed service or in relation to enquiries you have made;
- to a party authorised to receive such information;
- required by law, or by any applicable rules or regulations of a recognised stock exchange but only to the extent required to comply with those laws or rules;
- required to take advice from any legal or financial adviser;
- required to comply with any law or court order;
- required by the terms of any proposed sale, merger, reorganisation or other event relating to our business or that of a related entity; or
- required to engage in any proceedings instituted for breach or enforcement of our agreement with you or our Terms and Conditions.

No method of transmission over the internet, or method of electronic storage, is 100% secure. Therefore, we cannot guarantee the absolute security of your personal information.

Online credit card transaction processing

We accept online payments via the payment processor, Stripe. Stripe adheres to international PCI (payment card industry) standards for data security. We obtain limited information about your payment card when payments are processed, such as the last four digits and the expiration date. Stripe uses and processes your complete payment information in accordance with [Stripe's privacy policy](#).

What is your data retention policy?

We will make a good faith effort to securely dispose of your information within 3 months after a service has been completed or you are no longer an ongoing client of CorpSec Services.

Do we disclose any information to outside parties?

Under no circumstances will we sell, trade, or otherwise transfer to outside parties your personally identifiable information. This does not include trusted third parties who assist us in operating our site, conducting our business, or servicing you, so long as those parties agree to keep this information confidential. We may also release your information when we believe release is appropriate to comply with the law, enforce our site policies, or protect ours or others rights, property, or safety.

Third party links

Our website contains links to third-party providers. We use a third-party provider for the provision of online forms which enable the secure collection of information and payment of services. Our online form provider does not use the form responses collected for any purposes unrelated to our services. Our third-party providers ensure the privacy and security of your data is a top priority. Every precaution is taken to provide online forms with high grade security protected with 256-bit SSL (Secure Socket Layer) connection that uses a SHA256 Certificate. This is the same level of protection used by online banking or e-commerce providers.

Your Consent

By using our site, you consent to our website privacy policy.

Changes to our Privacy Policy

We reserve the right to amend this privacy policy, from time to time, without notice to you or to any other person. If we decide to amend our policy, we will post those changes on our website, which will take immediate effect.

Contact us

For further information about our privacy policy or practices, or to access or correct your personal information, or make a complaint, please contact us at: enquiries@corpsecservices.com.au