

PRIVACY POLICY

This policy applies to how Bourkes collects, stores and manages the personal information of its clients in accordance with the Australian Privacy Principles.

To ensure Bourkes operates in accordance with the Australian Privacy Laws:

Personal information is only collected when it is necessary for the provision of company services.

Personal information held by Bourkes is utilised only for the primary purpose for which it was collected, or for a secondary purpose if:

- There is reasonable cause to communicate for a directly related purpose
- An individual has consented to the secondary communications
- Bourkes is required by law to do so.

An opportunity to 'opt-out' is provided on all promotional material either electronically or in hard copy.

All information obtained is shared with the developers (Momentum Wealth) and we may disclose your information to other organisations to help us provide our services. For a copy of Momentum Wealth's privacy policy, please visit <https://www.momentumwealth.com.au/privacy/>

Marketing is planned and targeted to ensure communication sent to an individual are directly related to their needs.

All computer access is password controlled and systems are in place to secure any personal information against loss or unauthorised access.

Any individual with personal information held by Bourkes is able to access this information and have amendments made in a timely and efficient manner.

Steps are taken to verify the identity of any individual requesting the release of personal information to ensure that the privacy of others is not undermined.

Wherever practical, any individual is able to seek out and obtain information about Bourkes products and services in a confidential manner and without the need to identify themselves.

No sensitive information is collected or held by Bourkes, except where the information is necessary for the establishment exercise or defence of a legal claim.

Information about how and where to lodge a complaint is well publicised.

Where a complaint cannot be resolved between an individual and Bourkes, the complainant is given the chance to refer the complaint to the Federal Privacy Commissioner.

All personnel are inducted and trained on this Privacy Policy and how to protect personal information held by Bourkes.

To ensure compliance with Bourkes Property Policy:

The Principal shall be made aware of any complaints in a timely manner.

All personnel shall follow Bourkes Marketing Policy and associated Standards at all times.

Client personal information must be protected at all times in accordance with Bourkes Privacy Policy.

Personal information is to be utilised only for purposes that relate to the original request or inquiry.

No personal information is to be given to any third party unless it is expected and required to complete a necessary transaction.

No personal information is to be sent overseas without the written consent of the Principal.

No unethical or illegal methods of data harvesting or collection shall be utilised.

In the event that an individual's employment is terminated with Bourkes, all client personal information will remain property of Bourkes.