



# Privacy Policy

**IRS Group (AUS) Pty Ltd** is bound by the Australian Privacy Principles in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 and other relevant legislation. IRS Group is committed to compliance with the Privacy Act 1988 (Cth) and takes the confidentiality of the information that it collects very seriously. Along with having a Website Privacy Policy, IRS Group also has a Company **Privacy Policy** which sets out how we manage the collection, storage and disclosure of personal information.

## Website Privacy Policy

This website privacy policy applies to the information we collect from you when you use the IRS Group website. We may collect personal information from you online when you complete a form on this Website (for example if you send us a general inquiry or fill out one of our specific forms for our services) or when you send an email to us.

## Storage and Security of Your Information

We receive and store information you enter on our website or give us in any other way from time to time. You may provide basic contact information such as your name, phone number, address, and email address to enable us to send information and we may also collect additional information at other times, including but not limited to, when you provide feedback, change your content or email

preferences, respond to a survey, or communicate with IRS Group Pty Ltd customer support, queries or enquiries.

We may use personal information collected from you for the purpose of providing the service required only, or with direct marketing material, updates regarding our website and information in the form of a newsletter. If you wish to cease receiving any such information you may let us know either by email or unsubscribing at any time and your request will be actioned as soon as possible. Individual profile and company details are not used for any other purpose. Details are only supplied to a third-party supplier when it is required by law or to protect IRS Group Pty Ltd copyright, trademarks and other legal rights.

We respect the privacy of our online visitors, clients and persons of interest. We may collect information on or through this website that can personally identify you. For example, we collect personally identifiable information which you volunteer to us to respond to visitor questions and comments about us and our products and services, and to mail e-newsletters ('Personal Data').

We will use all reasonable means to protect the confidentiality of your Personal Data while in our possession or control. We will not knowingly share any of your Personal Data with any third party other than our service providers who assist us in providing the information and/or services we are providing to you. To the extent that we do share your personal information with a service provider, we would only do so if that party has agreed to comply with our privacy



standards as described in this privacy policy. Some of our service providers may be overseas and may not be subject to Australian Privacy Laws.

Any non-personal information, communications and material you send to this website or to us by email, or which we obtain from third parties without promises of confidentiality, may be kept, used and disclosed by us on a non-confidential basis. We are free to use and reproduce any such information freely, and for any purpose whatsoever. Specifically, we will be free to use any ideas, concepts, know-how or techniques contained in such information for any purpose, including developing, manufacturing or marketing products.

### **Information Disclosure**

We may from time to time need to disclose certain information, which may include your Personal Data, to comply with a legal requirement, such as a law, regulation, court order, subpoena, warrant, in the course of a legal proceeding or in response to a law enforcement agency request. Also, IRS Group Pty Ltd may use your Personal Data to protect the rights, property or safety of IRS Group Pty Ltd , its customers or third parties.

Finally, if there is a change of control in one of our businesses (whether by merger, sale, or otherwise), or a sale or transfer of its assets, customer information, which may include your Personal Data, could be disclosed to a potential purchaser under an agreement to maintain confidentiality, or could be sold or transferred as part of that



transaction. And finally, we would only disclose your information in good faith and where required by any of the above circumstances.

### **How Do We Collect Your Personal Information.**

When collecting personal information from you, we may collect in ways including:

- Through your access and use of our website
- By telephone, letter, fax or email
- During conversations between you and our representatives
- By contracting with us
- By entering competitions, promotions or requesting information or material from us
- Completing surveys or providing feedback
- Utilising your online portal

We may also collect personal information from third parties including:

- from third party companies such as credit reporting agencies, law enforcement agencies and government entities
- your representatives (lawyers, accountants and financial advisers)
- your employer
- publicly available sources of information or any other organisations where you have given your consent



## Third Parties

IRS Group Pty Ltd does not and will not sell or deal in personal or customer information. We will never disclose your personal details to a third party except the necessary information required by providers of products or services you have purchased or to protect the rights, property or safety of IRS Group Pty Ltd, its customers or third parties or if required by law.

We may however use in a general sense without any reference to your name, your information to create marketing statistics, identify user demands and to assist it in meeting customer needs generally. In addition, we may use the information that you provide to improve our website and services but not for any other use.

We may send you direct marketing communications and information about our products and services that we consider may be of interest to you. These communications may be sent in various forms, including mail, SMS, fax and email, in accordance with applicable marketing laws, such as the Spam Act 2003 (Cth). If you indicate a preference for a method of communication, we will endeavour to use that method whenever practical to do so. In addition, at any time you may opt-out of receiving marketing communications from us by contacting us.



## **Security**

IRS Group Pty Ltd strives to ensure the security, integrity and privacy of personal information submitted to our website, and periodically updates its security measures considering current technologies.

## **Links**

This website may contain links to other websites. 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 IRS Group Pty Ltd is not responsible for the privacy practices of such other websites. We encourage our users to be aware, when they leave our website, to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by this website.

## **Change in Privacy Policy**

As we plan to ensure our privacy policy remains current, this policy is subject to change. We may modify this policy at any time, in our sole discretion and all modifications will be effective immediately upon our posting of the modifications on this website. Please return periodically to review our privacy policy.



## **Contacting IRS Group**

If you have any questions or concerns at any time about our privacy policy or the use of your personal information, please contact us at [admin@irsgroup.com.au](mailto:admin@irsgroup.com.au) and we will respond within 48 hours. If you would like further information on our Privacy Policy or if you have any concerns over the protection of the information you have given to us or that we have collected from others, please contact us:

**Attention:** Managing Director

**Address:** PO Box 1007 Ipswich QLD 4305

**Telephone:** 07 5518 8460

**Email:** [admin@irsgroup.com.au](mailto:admin@irsgroup.com.au)

