

## BASsistance Pty Ltd Client Privacy Policy

BASsistance Pty Ltd ('BASsistance') acknowledges the importance of privacy and protecting the personal information of its clients. Any personal or financial information ('Confidential Information') provided to BASsistance will be protected in accordance with the Privacy Act 1988 (Cth) and other applicable Australian legislation when collecting, using, disclosing, securing and providing access to personal information.

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The Confidential Information collected may include detailed knowledge of our client's individual financial or personal circumstances, depending on the services we are required to provide. In particular, BASsistance collects personal information about individuals, including our clients, persons associated with or employed by our clients, and our business contacts to provide our professional services.

### Use of Information

BASsistance generally uses Confidential Information to provide the professional services requested by our clients. Confidential Information may be shared within BASsistance (and its agents, employees, and contractors) to provide the professional services required or communicate information about our range of business services and solutions.

### Disclosure of Information

BASsistance will not (and will ensure that its employees, agents, and contractors) do not disclose any or all of the Confidential Information to any other person without the prior consent of the client, except where:

- a. the information is, or becomes part of the public domain;
- b. the information is lawfully obtained by BASsistance from another person without any restriction as to use and disclosure;
- c. the information was in the BASsistance's possession prior to disclosure by the client;
- d. the information is required to be disclosed by the operation of any law, stock exchange, judicial or parliamentary body or governmental agency;
- e. the client has authorised the disclosure of the information; or
- f. the information is disclosed by BASsistance to its professional advisers who have agreed to keep confidential the Confidential Information.

### Amendments to the Privacy Policy

BASsistance is entitled to amend this Privacy Policy at any time. This document is not intended to create contractual rights or obligations.