



Privacy Policy

Reviewed Date: 4 April 2025

1. Introduction

Omnis Group Pty Ltd ("we," "our," "us") is committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, disclose, and protect your personal information in accordance with the Australian Privacy Principles (APPs) under the Privacy Act 1988 (Cth) and relevant guidelines from CPA Australia, the Tax Practitioners Board (TPB) and the Australian Taxation Office (ATO).

By engaging in our services or interacting with us, you agree to the collection and use of your personal information as outlined in this Privacy Policy.

2. Personal Information We Collect

We may collect the following personal information from you:

- Name
- Contact details (e.g., phone number, email address, physical address)
- Financial information (e.g., income, expenses, tax records)
- Business-related information (e.g., business structure, accounting details)
- Any other information relevant to the provision of accounting services

This information may be collected directly from you or from third parties (e.g., financial institutions, government agencies) when necessary to provide our services.

3. Why We Collect Personal Information

We collect personal information to provide accounting, tax, and financial services, including but not limited to:

- Preparing and lodging tax returns

We understand business. We understand people.
omnisgroup.com.au

Level 2, 7 Rheola Street, West Perth WA 6005
Phone: 08 9380 3555 | admin@omnisgroup.com.au
ABN 13 087 542 658

Liability limited by a scheme approved under Professional Standards Legislation



Omnis Group Pty Ltd is a CPA Practice



- Providing financial advice
- Managing bookkeeping, payroll, and other financial records
- Compliance with legal obligations under the Australian Taxation Office (ATO) and other regulatory bodies
- Communicating with you regarding your accounts or services
- Improve our services and client experience

4. How We Collect Personal Information

We collect personal information in a variety of ways, including:

- Directly from you through consultations, forms, or other communications
- Via phone calls, emails, and written correspondence
- Through third parties such as financial institutions, government agencies, or other professionals with your consent

5. How We Use and Disclose Personal Information

We will use your personal information solely for the purpose of providing accounting and related services, including compliance with legal requirements. We may disclose your personal information to:

- Our employees, contractors, and service providers who assist in providing our services
- Government agencies, such as the Australian Taxation Office (ATO) or other regulatory bodies, when required by law
- Third-party accounting software providers, auditors, regulatory bodies or legal advisors, when necessary to perform services on your behalf
- Your authorised representatives, with your consent

We do not sell or rent your personal information to third parties.

6. Security of Personal Information

We take reasonable steps to ensure that your personal information is kept secure and protected from misuse, interference, loss, unauthorised access, modification or disclosure. This includes:

- Secure methods of storage
- Access controls and encryption measures



- Regular security audits and staff training on privacy practices

7. Access to and Correction of Personal Information

You have the right to request access to your personal information that we hold. If you believe that any of the information we hold is inaccurate, incomplete, or outdated, you may request that we correct it.

To request access or correction, please contact us using the contact details provided below.

8. Retention of Personal Information

We will retain your personal information for as long as necessary to fulfill the purposes outlined in this Privacy Policy, including compliance with legal or regulatory obligations. Once your information is no longer required, we will securely destroy or de-identify it.

9. Cookies and Online Tracking

If you visit our website, we may use cookies and other tracking technologies to improve your browsing experience and analyze website usage. You can choose to disable cookies through your browser settings; however, this may affect your ability to use certain features of our website.

10. Overseas Disclosure

We generally do not disclose personal information to overseas recipients. However, in some cases, your personal information may be disclosed to overseas service providers (such as cloud storage providers). In such cases, we will take reasonable steps to ensure that the overseas recipient complies with privacy laws that are equivalent to the Australian Privacy Principles.

11. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or to comply with legal requirements. The updated Privacy Policy will be made available on our website, and the effective date will be updated accordingly.

12. Contact Us

If you have any questions or concerns about this Privacy Policy, or if you would like to request access to or correction of your personal information, please contact us at:

Omnis Group Pty Ltd

Level 2, 7 Rheola Street, WEST PERTH WA 6065

08 9380 3555

admin@omnisgroup.com.au

www.omnisgroup.com.au



13. Complaints

If you believe we have not complied with the Australian Privacy Principles or have concerns about how we handle your personal information, you can lodge a complaint with us. We will respond to your complaint within a reasonable time frame. If you are not satisfied with our response, you may contact the Office of the Australian Information Commissioner (OAIC).

Office of the Australian Information Commissioner (OAIC)

Phone: 1300 363 992

Website: www.oaic.gov.au